

PERFORMANCE WORK STATEMENT

For

ASC/XRA – Simulation and Analysis Facility (SIMAF) Operations, Maintenance and Event Support (FOMES)

A procurement by the
U.S. General Services Administration
on behalf of

The U.S. Air Force Aeronautical Systems Center (ASC), Requirements & Capabilities
Integration Directorate (ASC/XR) Modeling, Simulation, and Analysis Division (ASC/XRA)

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solutions.

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Contents

1 Background:	6
Government Mission & Procurement Objective	6
Project History	6
2 Orientation	7
General Scope of Work	7
Resources	9
Placement and Management of Work	9
Control of Contractor Employees	9
Customers	10
Performance Monitoring	10
General Definitions	10
Technical Definitions	11
3 Assumptions	12
4 Primary Performance Objectives (Technical)	12
Objective 1 – SIMAF Facility Manned Simulator Operations	12
Objective 2 – Simulation Software Development	13
Objective 3 – Test Data Acquisition System Design & Implementation Support	13
Objective 4 – Visual Demonstration System Design & Implementation Support	14
Objective 5 – Simulation Stations Development	14
Objective 6 – Simulation Control System Design & Implementation Support	14
Objective 7 – Executing Large-scale Simulation Programs	15
Objective 8 – Simulator Operations Support	15
Objective 9 – Event Plan Reviews and Scheduling Support	15
Objective 10 – Simulator Storage Processing	16
Objective 11 – Simulator Maintenance, Updates, and Calibration	16
System Administration	16
System Backups	16
Operating System Updates	16
Virus Software Updates	17
Maintenance of the Simulation Systems	17
Scheduled Maintenance	17
Preventative Maintenance (PM/PMI)	17
Remedial Maintenance (RM)	18
RM Staff	18
Daily Startup Maintenance Monitoring	18
Simulation Equipment Calibration	18
Equipment Calibration	18
Instrumentation Calibration	18
Diagnostic Software	19
Scheduled Equipment Modification	19
Instrumentation Systems	19
Data and Signal Acquisition, and Conditioning Subsystem	19
Objective 12 – Maintaining Documentation	19
Technical Information	19
Systems Documentation	20
Equipment Problem Documentation	20
Software Documentation	20
Equipment Modification Documentation	20
System Configuration	20

Day-to-Day Maintenance	21
Status Tracking	21
Labor and Material Tracking	21
Objective 13 – Modification, Fabrication, Installation, and Development	21
Installation Materials:	21
Software:	21
Engineering Changes (EC):	22
Equipment Reconfiguration:	22
Equipment Replacement:	23
Modernization Support	23
Simulation Systems Modification:	23
Documentation Updates	23
Objective 14 – Information Assurance	24
Information Assurance Officer (IAO) Responsibilities	24
Information Assurance Manager (IAM) Responsibilities	25
Objective 15 – Facility Security (Optional requirement)	27
Facility Security Specialist (FSS) Responsibilities	28
Facility Security Assistant (FSA) Responsibilities	29
Objective 16 – Off-site Simulation Activities	30
Objective 17 – Acquisition Support for SIMAF Operations	30
Purchase Procedures	30
Items to be Purchased	31
Objective 18 – Facility Relocation	32
5 Meeting Objectives	33
Meeting Objective 1 – Kickoff Meeting	33
Meeting Objective 2 – Ad hoc Technical / Work Status / Administrative Meetings	33
6 Contract-wide Objectives	33
Contract-wide Objective 1 – Project Management and Control Systems	33
Contract-wide Objective 2 – Subcontract Management	33
Contract-wide Objective 3 – Business Relations	34
Contract-wide Objective 4 – Team Continuity and Employee Retention	34
Contract-wide Objective 5 – Contractor Response	34
7 Additional Performance Requirements	35
Location of Work	35
Time of Work	35
Normal Hours	35
Services Outside Normal Hours	35
Overtime	36
Holidays	36
Base Closures	36
Performance at the Contractor's Facilities	36
Travel	37
Controlling Regulation	37
Travel Requirement and Authorization	37
Purpose of Travel	37
Limitations on Contractor Performance	38
Personnel Qualifications – General	38
Project Manager/Site Supervisor Qualifications	39
Staff Employee Qualifications	40
Equipment Capability Requirements:	40
Systems Engineering Capabilities:	40
Technical Writing Capabilities:	41
Purchasing and Material Handling Capabilities:	41

System Administration Capabilities:	41
Information Assurance Officer (IAO) Capabilities	42
Information Assurance Manager (IAM) Capabilities	42
Facility Security Specialist (FSS) Capabilities	42
Facility Security Assistant (FSA) Capabilities	43
Staff Maintenance	43
Key Personnel	43
Definition & List of Key Personnel	43
Key Personnel Substitution	44
Personnel Substitutions	44
Privacy Act Requirements	45
Personal Services	45
Rehabilitation Act Compliance (Section 508)	46
Avoidance and/or Mitigation of Actual or Potential Organizational Conflicts of Interest	46
Operation of Privately Owned Vehicles on Wright Patterson Air Force Base	47
Physical Security of Government Facilities	47
Safeguarding Property	47
Key Control	47
Lock Combinations	47
Conservation of Utilities and Resources	48
Records	48
Environmental Controls	48
Compliance with Laws and Regulations	48
Notification of Environmental Spills	48
Material Storage and Use	48
Hazardous Material Management	48
Safety Requirements	49
Applicable Standards – Regulatory and Instructional Compliance	49
Applicable Documents, Publications, and Forms	49
Document Compliance and Interpretation	50
Phase-in	51
Phase-out	51
Performance of Services during a Crisis Declared by the National Command Authority or Overseas Combatant Commander	51
Mobility Deployment and Disaster Preparedness Exercises and other contingencies	52
8 Period of Performance	52
9 Deliverables	52
Items, Time of Delivery, Place of Delivery	52
Data Requirements / Descriptions	53
Quality Control Plan (QCP)	53
Funds and Man-Hour Expenditure Report (CDRL A002)	54
Monthly Status Report (MSR) (CDRL A003)	54
Trip Reports (CDRL A015)	54
Other Reports	55
10 Quality Assurance and Quality Control	55
Contractor Quality Control Plan (QCP)	55
Government Quality Assurance Surveillance Plan (QASP)	56
11 Government Furnished Items	56
Data	56
Event Plans	56
Government-Furnished Records, Files, Documents, and Work Papers	56
Forms and Publications	56
Materials	56

Equipment	57
Specialized and Capital Equipment & Machinery	57
Equipment Inventory	57
Obtaining Replacement of Government-Furnished Equipment	57
Property Leased by the Government	57
Automatic Data Processing	57
General Hand Tools	58
Facilities	58
Training	58
Government-Furnish Services	59
Utilities	59
Postal	59
Telephone	59
Custodial Services	59
Refuse Collection	59
Real Property Maintenance	59
Base Civil Engineering	59
Security Police	60
Emergency Medical Service	60
12 Government Delays in Reviewing Deliverables or Furnishing Items	60
13 Security Requirements	60
Contractor Visitor Group Security Agreements	60
Minimum Security Requirements	60
Request for Identification Credential	60
Unescorted Entry Authorization Certificate	61
Facility Security Clearance Requirements	61
Employee Security Requirements	61
Facility Security Coverage	61
Compliance with Security Requirements	61
OPSEC Requirements	61
14 Notices	61
Contracting Officer's Representative	61
Task Management	62
15 Contact Information	62
Contractor Contacts	62
Government Contacts	62
16 Additional Provisions	63
Data Rights	63
Limited Use of Data	63
Inspection and Acceptance	63
Ceiling Price Notification	63
Task Order Funding	63
Material and Material Handling Costs	64
Productive Direct Labor Hours	64
Invoicing and Payment	64
Payment for Unauthorized Work	65
Payment for Correction of Defects	65
Attachments	65
QASP (Quality Assurance Surveillance Plan)	65
Workload Estimates	65
Government Furnished Equipment List	65
Organizational Conflict of Interest Provisions	65

1 Background:

Government Mission & Procurement Objective

The U.S. Air Force Materiel Command (AFMC), Aeronautical Systems Center (ASC), Requirements & Capabilities Integration Directorate (ASC/XR) Modeling, Simulation, and Analysis Division (ASC/XRA) is currently charged with providing virtual, constructive, and live flight control simulation for Air Force training and warfighter and weapon system capability development. ASC/XRA achieves its objectives by operating and maintaining a simulation and analysis facility (SIMAF) at Wright Patterson AFB, Ohio. ASC/XRA coordinates with numerous Air Force activities to meet their various simulation event requirements. Simulation activities require –

- facility and equipment maintenance and security,
- simulator research, development, construction, and
- significant simulation event IT integration and software development.

The following provides a more detailed technical summary of the SIMAF activities.

Collaborative and distributed Modeling Simulation and Analysis (MS&A) is a key enabler of capabilities analyses and integration across the acquisition life cycle as well as assessing System-of-Systems (SoS) concepts for future warfighting capabilities. XRA provides the expertise and resources for virtual simulation, constructive simulation, linkages to live simulations, and capabilities analyses to meet capability and integration objectives. Resources to provide Capabilities Analysis and Integration Support are distributed across the Command XRs with a unique MS&A capability located within SIMAF. The SIMAF utilizes both constructive and virtual (real time, human-in-the-loop) simulation and analysis capability with high fidelity, synthetic battle-spaces to evaluate network-enabled warfighting capabilities, current, and future weapon systems, and SoS concepts. This allows decision-makers to increase mission effectiveness, accelerate acquisition, mitigate overall risk, and reduce system development and total operation costs.

The Simulation and Analysis Facility (SIMAF) provides a center for Wright-Patterson AFB intra/inter-facility Modeling, Simulation and Analysis (MS&A) of aeronautical capabilities studies. SIMAF will also provide analysis support in solving mission, operational, and "system of system" effectiveness studies. The SIMAF also provides a Human Factors Engineering capability which is used to quantitatively and qualitatively assess human performance as a function of crew station configuration and the operational mission. The SIMAF provides full-mission, real-time, simulation capability for Human Factors Engineering support to weapon system program offices, Air Force laboratories and other DOD and non-DOD agencies such as the Federal Aviation Administration (FAA).

The purpose of this procurement is to obtain the necessary information technology operations and maintenance support of the SIMAF that will enable the ASC/XRA to fulfill its modeling, simulation, and analysis mission.

Project History

SIMAF was established to provide MS&A services to the program offices in support of their decision processes. The facility is designed to assess the effectiveness of DoD

network-enabled warfighting capabilities, current and future weapons systems, emerging technologies, operational strategies and tactics, and human-system interfaces. This is accomplished by conducting complex electronic warfare effectiveness studies and interoperability assessment events and exercises such as local or distributed Live-Virtual-Constructive and Distributed Virtual Simulation experiments for AF program offices and DoD customers. Since SIMAF's Initial Operational Capability was established in 1997, significant contributions have been made in sustaining Aeronautical Systems Center as the acquisition center of excellence and becoming a preferred DoD modeling and simulation center. This is accomplished through contracting for many of the MS&A tasks, which are described in detail in this PWS.

In order to accomplish the SIMAF MS&A mission, F&I support is needed to provide the day-to-day operations and maintenance necessary to keep this national asset operational. Specific tasks associated with the F&I operational and maintenance requirements are also described in this PWS.

2 Orientation

General Scope of Work

This PWS (Performance Work Statement) describes the Operations and Maintenance support activities needed by the government to operate the Simulation and Analysis Facility (SIMAF) and all of its associated equipment. These activities include the following:

- Simulator System Operation (Manned Combat Stations)
- Computer System Operation
- Control Systems Operation
- Data and Data Acquisition Systems Operation
- Electronic and Mechanical Equipment Test Facilities Operation - utilized for conducting various simulation programs
- High Voltage Systems Operation
- Instrumentation Systems Operation
- Security and Safety Systems Operation
- Video Monitoring Systems Operation
- Visual Demonstration Systems Operation

- Communications Security
- Custom Hardware Fabrication
- Design Enhancement Development –in support of upgrade/expansion/modernization
- Documentation Update
- Equipment Acquisition
- Equipment Checkout and Calibration
- equipment repair and maintenance
- Facilities and/or Simulation Equipment Modifications
- facility operation and maintenance
- hardware acquisition
- Hardware and Equipment Installation
- hardware installation
- hardware test

- Human Factors Studies Preparation
- Information Assurance and Network Security functions
- Information Assurance/Network Systems Security
- Mission Planning,
- Operations Research Studies Preparation
- Simulation Data Collection and Analyzing
- Simulator Hardware and Software Integration
- Simulator Maintenance, Troubleshooting, and Repair
- Simulator Safety Operator Services
- software acquisition
- Software Development and Computer Programming – for simulator operations
- software installation
- software testing
- Specialized Equipment and Services Purchase
- Systems, Facilities, Equipment, and Network Documentation Preparation
- Test Methodology Preparation
- Test Operations Preparation

The Contractor shall perform these functions to provide a suitable test environment to conduct human factors studies in response to specific weapon system requirements.

The Contractor shall integrate diverse skills and leverage national resources to provide ASC/XRA (SIMAF) Operation and Maintenance Services to meet challenging schedules and complex analysis of their customers' needs and for each planned event. The Contractor shall expand the infrastructure to successfully meet Air Force Integrated Collaborative Environment (AF-ICE) goals.

The contractor shall furnish the appropriately skilled personnel and technical support, on site, to insure the continuing operational readiness of the SIMAF and all its associated equipment. The contractor's responsibilities shall include maintaining, modifying, and operating the present equipment as well as acquiring, developing, constructing, and integrating new equipment. The Contractor is encouraged to use sub-contracted services that result in a significant time or cost reduction for accomplishing simulator operations.

When performing this work, the Contractor shall adhere to the operating and safety procedures associated with each system or piece of the equipment.

Due to constantly changing Air Force needs and priorities and unforeseeable future funding levels, there may be substantial changes in the man-hours of personnel required. Current requirements are based on present on-going modeling, simulation and analysis (MS&A) programs and support efforts. Future requirements are based on current needs plus potential MS&A programs, which the simulation facilities may support but to which no current firm commitments exist. Manpower changes may be dictated by the requirement for timely completion of critical test programs or an increase in complexity of a current activity. The government will provide the contractor with as much advance notice of staffing requirements as possible.

Work will be performed over the period of approximately five years.

Resources

Under this contract/task order, unless otherwise stipulated (see Section 11 – Government Furnished Items), the Contractor shall furnish or provide all personnel, personnel management and supervision, all related internal supporting business functions (including background and “overhead” personnel), materials, supplies, equipment, and facilities to perform the full range of technical and administrative services required by this contract/task order. The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to provide Simulation and Facility Support for continuing operational readiness as defined in this Performance Work Statement (PWS). Specifically, the contractor shall supply all standard personnel safety equipment for all technical personnel as required. Standard personnel safety equipment shall consist but not be limited to –

- Hard-hats.
- Leather work gloves.
- Eye protection (safety goggles).
- Half-face respirators.

The contractor shall provide fully trained personnel for all existing or commercial equipment currently being utilized in the SIMAF. (Reference “Staff Employee Requirement” in Section 7 of this PWS.) The contractor shall maintain, for the life of this contract, copies of all training certificates awarded to contractor employees.

Placement and Management of Work

This PWS describes the overall scope of this requirement. The Government will issue a Primary Task Order and subsequent Sub-task Orders under the Alliant GWAC (Government-wide Acquisition Contract) for Integrated Information Technology Services for the accomplishment of this requirement. The Sub-task Orders will describe the specific work requirements. The Government anticipates that the Sub-task Orders will predominately use the Time and Material contract type; however, other contract types may be used based on the nature of the work. The Primary Task Order and some Sub-task Orders may have a base and option periods of performance. These will be clearly identified in the orders.

The primary Task Order will cover the entire period of performance, will set forth the overall scope of SIMAF work, and will include provisions for placing Sub-task Orders for-

- Initial transition
- basic on-going SIMAF facilities maintenance and security
- simulation event development and execution (when given a Work Request).

Sub-task Orders will be placed for simulation event development and execution throughout the period of performance as need dictates.

Control of Contractor Employees

Contractor employees shall perform work as specified in the Primary Task Order and Sub-task Orders as directed by the Contractor's designated project manager. The selection, assignment, reassignment, transfer, supervision, management, monitoring, and control of contractor employees in performance of this PWS shall be the responsibility and prerogative of the contractor. All work shall be performed within the scope of this PWS and the Government will not ask or require the Contractor to perform

work that is outside of the scope of this task order. The selection, assignment, reassignment, transfer, supervision, management, monitoring, and control of contractor employees in performance of this PWS shall be the responsibility and prerogative of the contractor.

NOTE: The Contractor shall start work under each of the tasks of the Primary Task Order and Sub-task Orders ONLY after receiving a written Government authorization to proceed.

Customers

The customer and recipient of all work performed under this contract is the U.S. Air Force Material Command (AFMC), Aeronautical Systems Center (ASC), Requirements & Capabilities Integration Directorate (ASC/XR) Modeling, Simulation, and Analysis Division (ASC/XRA), Wright Paterson Air Force Base, Ohio and any client activity designated by them.

Performance Monitoring

Contractor performance shall be monitored by the Government representatives in accordance with the Contractor's Quality Control Plan (QCP) and the Government's Quality Assurance Surveillance Plan (QASP)(see Section 10, below).

General Definitions

Quality Assurance. A planned and systematic pattern of all actions necessary to provide confidence to the government that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved. For the purpose of this document, Quality Assurance refers to actions by the government.

Quality Assurance Personnel (QAP). A functionally qualified government person(s) responsible for surveillance of contractor performance and providing communications to the contractor(s) and PCO.

Quality Assurance Surveillance Plan (QASP). A plan detailing the contract surveillance procedures.

QASP Objectives, Measures and Expectations. An attachment to the QASP that lists the measures and expectations that will be used to evaluate contractor performance of the PWS objectives.

QASP Performance Evaluation Report. A table listing performance objectives and deliverables that is used by government evaluators to record the results of contractor performance evaluations.

Quality Control. Those actions taken by a contractor to control the production of outputs to ensure that they conform to the contract requirements.

First Operational Performance Period. The interval of time during which the contractor is solely responsible for accomplishment of all activities set forth in the PWS through day-to-day management of the required service. (This period

excludes the orientation period and any interval between award of the contract and commencement of performance).

Normal Workweek. A workweek is 40 hours Monday through Friday.

Overtime. Time worked by a contractor's employee in excess of the employee's normal workweek.

Technical Definitions

SIMAF: Simulation and Analysis Facility currently located in Bldg 145 Area B, WPAFB

CSEF: Crew Station Evaluation Facility (CSEF) an early designation for human factors and human engineering analysis performance in what is now SIMAF.

Simulation Facilities: The current facility consists of the SIMAF in Bldg 145 and associated work areas in Bldg 146 and 145. The future SIMAF will consist of multiple facilities in Bldg 802 and may or may not include continued operations at the current Bldg 145 facility.

Preventive Maintenance (PM): Preventative Maintenance is maintenance performed on a scheduled basis using procedures presently established for equipment listed to keep the Air Force owned engineering simulation equipment in proper operating condition.

Remedial Maintenance (RM): RM is maintenance performed to diagnose and correct equipment malfunctions. It is performed as required or on an emergency basis and, therefore, on an unscheduled basis.

Closed-Circuit Television System: This equipment includes cameras, monitors, controllers, cabling and supporting subsystems and equipment. All shall be maintained in proper working order and periodically confirmed.

Fiber Optic Network: This includes the local area networks, wide area networks, and associated security systems located in and around building 145 and 146, Area B, WPAFB; connections to other sites across WPAFB; and connections to other facilities/sites off WPAFB.

Air Force Integrated Collaborative Environment (AF-ICE): The Air Force level architecture for distributed modeling, simulation and analysis (MS&A) operations.

Automated Access Control System (AACS): A system that controls, by means of a card-key access, the daytime access to various controlled areas within the SIMAF secure facilities and in the case of the new Building 802, the Building access points.

Intrusion Detection System (IDS): A system that detects, and reports to the WPAFB 88th/ABW Security Forces (SF), unauthorized entry into the SIMAF secure facilities when the facilities are unoccupied.

Information Assurance (IA): This activity requires planning, development, and implementation of information systems. These services shall include security related technical analysis and development, and Certification & Accreditation (C&A) documentation for both collateral and SAP/SAR information systems.

Facility Security (FS): Facility Security involves those activities required for the implementation of collateral and SAR security requirements in the areas of personnel, physical and operations security for the Simulation and Analysis Facility (SIMAF). Requires complying with the appropriate DOD acquisition Policy, security policy, Law, Regulation, and Guidance required to perform the effort as defined in this Performance Work Statement.

3 Assumptions

The contractor shall employ a staff with sufficient experience and expertise to perform each of the tasks in PWS.

4 Primary Performance Objectives (Technical)

The following performance objectives are those required by the Government to operate and ensure the continual operational readiness of the Simulation and Analysis Facility (SIMAF) in support of simulation activities.

Objective 1 – SIMAF Facility Manned Simulator Operations

To meet this objective the Contractor shall perform all functions necessary to conduct manned simulations. To do this the Contractor shall –

- maintain, construct, modify, operate and upgrade the equipment required for manned simulation
- perform control/display development
- perform cockpit development
- perform on-site fabrication
- perform system design
- perform system engineering
- modify systems
- construct instrumentation
- perform simulator maintenance
- develop software
- upgrade equipment
- test equipment
- upgrade cockpits
- test cockpits
- manage the daily scheduling of simulation facility support resources
- insure that proper equipment, tools and resources are provided
- coordinate the movement of resources as needed for meeting the requirements of the daily simulation schedules
- manage the personnel required to operate and move equipment as needed.

Additionally, the Contractor shall perform the following –

Simultaneous Simulator Operation: The contractor shall sustain the capability to support, maintain, and operate all SIMAF simulators simultaneously.

Independent Simulator Operation: For diagnostic purposes, the contractor shall be capable of operating all of the facility's simulation systems independent of the Government or other contractor assistance.

Adherence to Procedures: All contractor operators shall adhere to all operating and safety procedures associated with the equipment they are operating.

Simulator Scenario Setup: The contractor shall develop and/or input task oriented mission scenarios to prepare the simulator for a simulation evaluation.

Data Retrieval: The contractor shall maintain, modify, and when required operate the equipment necessary to allow for the retrieval of data generated from the simulation.

Data Reduction: Data collected from a simulation or through surveys must be reduced prior to analysis. The contractor shall reduce data collected from simulation or from surveys as directed by the SIMAF to prepare it for analysis. The data may be generated from simulations at the SIMAF or other facilities, or data generated elsewhere for analysis at the SIMAF.

Simulation Preparation and Operation: The contractor shall execute simulations and simulation data collection as prescribed in the Simulation Event Plans. (See Section 4 - Objective 9, and Section 11 – Data)

High Voltage System Operation: In the course of normal SIMAF and simulator operations, the contractor may be required to access/operate high voltage systems.

Objective 2 – Simulation Software Development

The contractor shall develop computer software for performing simulation tasks. This development may include modification of commercially available or existing custom written software routines. The software may be developed for IBM-compatible personal computers running Windows Operating Systems (2000, XP, Vista, Seven or future versions) or LINUX OS and/or Silicon Graphics Inc (SGI) computers running the IRIX OS or UNIX OS. The contractor shall develop software to conform to the specifications outlined in the specific simulation program's plan. Completion of this task may require the procurement of specialized service from time to time for modification or development of software routines utilizing equipment with a proprietary operating system for which the contractor is not wholly trained. All software created will be U.S. Government property. The Contractor shall provide the Government with software version descriptions upon completion of software development.

Objective 3 – Test Data Acquisition System Design & Implementation Support

The contractor shall support the design and implementation of the computer controlled test data acquisition system required for all test programs. Implementation shall include

the design and assembly of integrated circuit and interface boards. Modification of existing or commercially available systems may be required. Data Acquisition systems shall be designed and implemented to provide each test program with the capability to record all test parameters in sufficient detail, depth, repeatability and accuracy necessary for insuring the integrity of the test program. Data is used to verify the performance of the test article as well as to validate the test environment in the event of test article failure.

Objective 4 – Visual Demonstration System Design & Implementation Support

The contractor shall support the design and implementation of the computer visual demonstrations systems required for all simulation programs. Implementation shall include the design and assembly of integrated circuit and interface boards. Modification of existing or commercially available systems may be required. The Visual Demonstration systems shall be designed and implemented to provide each program with the capability to record and review all test parameters in sufficient detail, depth, repeatability and accuracy necessary for insuring the integrity of the program. Visual information is used to verify the performance of the test article as well as to validate the environment in the event of test article failure. The specific systems include but are not limited to maintenance of a multi-projector/multi-screen video display wall and projection system, closed-circuit television system, map tables, video teleconference (VTC), video tape and digital recording equipment, and linked LCD monitor systems.

The Contractor shall provide on-site software, hardware, or technical support and/or participate at various selected MS&A oriented meetings, conferences, and symposia, to include generating and/or presenting briefings and/or simulation demonstrations to colleagues and military decision makers with and in lieu of government personnel, as directed by the government. The contractor shall attend government directed training. Activities may be held in the Dayton local area or require travel to venue. The contractor shall provide the government lead with a request and estimate for all travel citing the number of personnel required for conference/meeting support or assigned to attend training, prior to traveling.

Objective 5 – Simulation Stations Development

The contractor shall support the design, analysis, fabrication, modification, set-up and configuration of the various simulation stations and other equipment used by SIMAF at Wright-Patterson AFB, and possible remote locations. This task may include erection of metal fixtures, including the fabrication and modification of custom fittings. The QAP will approve all SIMAF fixtures, fittings and modifications to existing simulation apparatus prior to the contractor's working on them. Extreme care shall be used when working on simulators to avoid the possibility of voiding simulation data. Simulation articles are typically unique, one-of-a-kind prototype structures and components with high replacement costs.

Objective 6 – Simulation Control System Design & Implementation Support

The contractor shall the design and implement appropriate Control Systems within the XRA facilities. Control systems will be designed and implemented to provide each simulation program with the capability for duplicating the necessary operational conditions for simulating actual field use. Control systems will be designed to provide for redundant verification of critical simulation parameters. Control systems will be implemented which provide automatic failsafe operation. This function shall include but

not be limited to the design and implementation of the appropriate control-safety circuits, redundant control mechanisms, and standard operating procedures necessary for safe test operation. Design criteria for all systems shall include maintaining the safety of the contractor and government personnel, government furnished equipment, test articles and the test apparatus.

Objective 7 – Executing Large-scale Simulation Programs

The contractor shall test designs, prepare, and conduct large-scale pilot-in-the-loop simulation programs with little or no government supervision based on a detailed government Work Request. The simulation facilities are a national resource existing, among other reasons, for the purpose of simulating high fidelity large-scale pilot-in-the-loop aerospace systems. Due to the nature of large-scale testing it is critical that the contractor be capable of responding to government-supplied simulation plans containing specific program objectives but perhaps without specific mandated simulations or experiments. The contractor shall use simulation plans to design and then perform the necessary simulation and shall write the appropriate scientific and technical reports to demonstrate accomplishment of the specified objectives. The contractor shall perform this simulation design function only for simulation activities to be performed in direct support of Work Requests issued by SIMAF to perform simulations in the facilities covered in this PWS. SIMAF is sometimes tasked to conduct high priority, short lead-time simulation programs. The contractor's support of such simulation programs shall require a short notice and temporary increase in the size and skill level of the contractor's personnel supporting SIMAF. Support of these short notice programs shall require the contractor to expedite materials and or equipment acquisitions. The contractor shall outline a procedure for dealing with such emergency direct expenditures.

Objective 8 – Simulator Operations Support

The contractor shall support simulation operation and data gathering functions for all SIMAF programs. The Contractor shall operate simulation, data recording, and all related computer equipment to satisfy program requirements. The contractor shall conduct troubleshooting of simulation systems in the event of erroneous parameters. Periodic inspections of the simulators shall be required during all events. The simulation operator shall be required to communicate clearly, concisely and legibly with the SIMAF simulation engineers and support personnel using the written logs for each program. Only trained Contractor personnel shall operate simulation equipment or systems. This training requirement specifically applies to simulation equipment and systems that are obtained by the contractor or the Government during the course of this contract/task order. The contractor shall be responsible for maintaining safe, clean and neat working conditions in the SIMAF at all times for all supported simulation programs. These operations will be required daily on a one-shift basis, and frequently on a two- and three-shift basis.

Objective 9 – Event Plan Reviews and Scheduling Support

The Government will provide the contractor with sanctioned Simulation Event Plans for programs supported by the SIMAS. The government may ask the contractor to evaluate and make recommendations as to the methodology, equipment or instrumentation requirements specified in the plans. If a Simulation Event Plan includes a simulation schedule the contractor shall follow that schedule. If a Simulation Event Plan does not include a schedule, the contractor shall prepare and propose a simulation schedule for

government approval, per the plan requirements. The contractor shall be responsible for documenting and maintaining schedules once they have been established by the QAP. The contractor shall provide a sufficient number of personnel to meet staffing requirements for all simulation events. Should the government be unable to provide Simulation Event Plans in sufficient time for routine event set-up and execution, due to high priority and/or short lead-time requirements, the contractor may be required to work beyond normal working hours.

Objective 10 – Simulator Storage Processing

The contractor shall prepare simulators for storage as required. This shall include documentation of the steps required to reconstruct the simulator to full-mission capability.

Objective 11 – Simulator Maintenance, Updates, and Calibration

To meet this objective the Contractor shall perform all maintenance functions necessary to ensure that the simulators are in peak operating condition. The contractor shall be responsible for all maintenance, to include parts and labor, of all equipment present in the SIMAF.

Specific functions are described below.

System Administration

The contractor shall designate system administrator(s) (SA) for all of the SIMAF simulation computer system resources. SA responsibilities shall include, but not be limited to maintaining and upgrading the Domain Controllers, operating systems, back-up systems, establishing user accounts, and scheduling backups on a non-interference basis. The SA shall maintain the operating systems (original manufacturer or third party), upgrade operating systems to manufacturer latest recommended revision level upon request, and develop and test design system hardware/software related enhancements to provide continuity of operation. The SA shall provide routines and techniques for simulation programmers to use specific features of the simulation computer hardware. For example: inter-computer interrupts, shared memory, real-time features of operating system. The SA shall generate utilities that facilitate the use of the system and ease of development (i.e. shared memory file copy and remote activation services). Contractor personnel shall develop diagnostics routines based on knowledge of computer software methods in machine language and/or compiler languages, and formulate maintenance diagnostic algorithms for digital systems maintenance checks.

System Backups

The contractor shall have administrative responsibility for the simulation facilities computer operating systems, general libraries, and utility libraries. The contractor shall schedule backups, on a non-interference basis approved by the government, to ensure backups of all current and preceding versions of the operating systems, and general and utility libraries. The contractor shall assure these are available for reloading onto all simulation computer systems.

Operating System Updates

The contractor shall inform the government of the latest recommended manufacturer's computer operating system updates. The updates shall be accomplished within 14 days after receipt of approval from the government. Operating system updates are to be scheduled to minimize the impact on the normal SIMAF work schedule.

Virus Software Updates

The contractor shall update the virus prevention software and virus definition files on all computer systems in the SIMAF on a weekly basis unless directed by the QAP.

Maintenance of the Simulation Systems

The contractor shall maintain all the computers, simulators, simulation subsystems, and their associated equipment/peripherals to meet mission requirements. Simulation subsystems and their associated equipment/peripherals include but are not limited to: Out-The-Window and Head Down Displays, network, fiber optics, LCD projectors, and simulation control consoles. Modifications accomplished by the contractor that degrade the simulation capability of the SIMAF shall be kept to a minimum. Modifications that may degrade the existing simulation capabilities of the facilities shall require authorization by the QAP.

Scheduled Maintenance

The contractor shall schedule routine maintenance as appropriate for the managed systems. The contractor shall document their plan for routine maintenance including maintenance and calibration procedures, diagnostics, and frequency to be performed. Preventative maintenance and preventative maintenance inspection (PM/PMI) is to be accomplished outside of the Air Force normal work day unless scheduled on a non-interference basis with Air Force simulation studies through the QAP. Present schedules and procedures will be provided by the Air Force for equipment listed. For new equipment, the contractor shall use Air Force technical orders, manufacturer's suggested PM/PMI procedures or establish PM/PMI procedures when neither is available.

Preventative Maintenance (PM/PMI)

The contractor shall perform PM/PMI using established procedures for each piece of equipment. If PM/PMI procedures do not exist (e.g. a new piece of equipment or a modification of existing equipment) the contractor shall develop PM/PMI procedures for that piece of equipment. The contractor shall document all PM/PMI activity. All PM/PMI procedures and schedules shall be approved by the government.

Warranty Items

Documentation and submission of warranty claims to equipment suppliers shall be the responsibility of the contractor. The contractor shall not be responsible for the cost of repair or replacement to the extent such repair or replacement is covered by and in fact reimbursed under a warranty. (See warranty requirements in Section 4, Objective 17.)

Remedial Maintenance (RM)

RM is maintenance performed to diagnose and correct equipment malfunctions. It is performed as required or on an emergency basis and therefore on an unscheduled basis. The Contractor shall accomplish RM when requested by the Air Force, when the need is evident from the results of the PM, or when automatic monitoring equipment (e.g. power conditioners) indicates there is a problem. Maintenance to recalibrate equipment, shown by PMI or other means to be out of calibration shall be considered RM. The contractor shall identify all equipment requiring calibration.

RM Staff

The contractor shall be available to perform Remedial Maintenance (RM) between 0600 and 1800. Normally on duty shall be at least the Site Supervisor or alternate Site Supervisor, Computer Systems Analyst, and any other technicians required for simulator systems RM and other tasks as assigned through work requests.

Daily Startup Maintenance Monitoring

The contractor shall conduct daily startup maintenance of the Air Force simulation equipment each morning before the start of a simulation/event. An observed malfunction in equipment, which is scheduled to be used in Air Force simulation studies, is to be remedied 30 min. before the scheduled start of a simulation/event. If a malfunction still exists 30 min. before the start of the simulation/event, it shall be reported to the QAP and the SIMAF director of operations.

Simulation Equipment Calibration

The contractor shall perform calibration on the simulators and their associated systems to verify total system standard operational performance as required. All systems shall be calibrated at intervals recommended by established maintenance procedures.

Equipment Calibration

The contractor shall calibrate all simulators and their subsystems at least one working day prior to scheduled simulation studies. Systems being used in a simulation study shall be such that their performance is continuously within specifications during use.

Instrumentation Calibration

The contractor shall calibrate and maintain all instrumentation and data acquisition systems. The calibration of instrumentation systems requires determining specific sensor outputs for known stimuli. The contractor shall follow the manufactures recommended specifications and schedules where and when appropriate. The contractor shall develop procedures for the maintenance and calibration of custom or specialized test equipment with the coordination of the

government personnel. The contractor shall document all equipment calibration data, and maintain all the documentation. The contractor shall document all maintenance schedules. The contractor shall keep calibration logs for all applicable systems. Calibration logs shall be available for review by the government at any time. Both yearly (master) and the monthly PMI logs must be updated monthly. The repair of instrumentation, which is damaged, or functioning improperly during tests, is also required.

Diagnostic Software

The contractor shall be responsible for running diagnostics, in the form of software or diagnostic equipment, to aid in diagnosing and isolating possible maintenance problems in the facility simulation systems/equipment. The contractor shall use the diagnostics to isolate system problems as related to maintenance and operation. Also, the diagnostics shall be run whenever requested by the Air Force. The contractor shall develop diagnostic software when a need has been identified and such software does not exist.

Scheduled Equipment Modification

The contractor shall coordinate with the government QAP schedules for equipment modifications, reconfiguration or repairs. The government will provide access to simulation equipment scheduled for modification during the normal workday.

Instrumentation Systems

The contractor shall acquire and install instrumentation systems as required for data acquisition. The contractor shall be responsible for instrumentation preparations and usage to include the following tasks: determination of appropriate numbers and types of sensors to be used on a program; preparation and installation of instrumentation sensors on or inside test articles; configuration and reconfiguration of instrumentation systems to provide prescribed test data; troubleshooting instrumentation equipment interfaces with data acquisition and control equipment. The contractor shall be required to periodically investigate the state-of-the-art for new types of instrumentation devices, which could be utilized on piloted simulation programs.

Data and Signal Acquisition, and Conditioning Subsystem

The contractor shall as required provide support in such areas as maintenance and repair of input transducer equipment, signal amplifying and recording equipment, and signal conditioning/multiplexing and digitizing devices.

Objective 12 – Maintaining Documentation

To meet this objective the Contractor shall prepare and/or maintain SIMAF documentation and the indexing and retrieval system used to store SIMAF documentation by doing the following –

Technical Information

The contractor shall maintain a reference system of technical information, Technical Orders, and Technical Manuals necessary for the operation of the

SIMAF.

Systems Documentation

The contractor shall document all design and simulation efforts that use government owned equipment and provided supplies. The contractor shall document any and all modifications made to the simulation system hardware and equipment. The contractor shall maintain all manufacturers' documentation for equipment purchased under the contract. Mechanical and electrical test apparatus shall also be documented. All documentation shall remain the property of the Government.

Equipment Problem Documentation

The contractor shall notify the QAP immediately of all problems that affect the simulation/event schedule or the accuracy or reliability of the simulation as specified in the appropriate appendix in the project specific Test and Analysis Plan (TAP), and maintain documentation of such problems. These problems may or may not be within the contractor's direct control (such as vendors delivery dates not met). The contractor shall also document and describe to the QAP all equipment changes that affect the accuracy or reliability of the test program as spelled out in the test plan.

Software Documentation

All software written by the contractor in support of the facility shall be documented in accordance with software documentation standards approved by the QAP. The Air Force will retain ownership of all software and software documentation developed under this contract.

Equipment Modification Documentation

Modifications and changes to equipment resulting in mechanical, structural, electronic, power, grounds, or wiring changes shall be documented by the contractor.

System Configuration

The Contractor shall perform Configuration Management (CM) and configuration control for each function area in accordance with SIMAF established procedures and/or standards, or suitable equivalent procedures with government approval. Responsibilities include but are not limited to configuration planning, configuration identification, configuration change management and control, configuration status tracking and accounting, configuration verification and audit, and storage and delivery of project materials. Activities include Deficiency/Problem Reporting and Change Request procedures and actions, versioning and release of all generated software and document materials. The contractor shall perform backups/archiving of all developed material to include software applications, databases, briefings, and documents. The contractor shall maintain all configuration control databases. Summary of CM activity each month shall be reported in the contractor's monthly status report.

The contractor shall maintain system configuration notebooks for all computers

(including network diagrams), simulation control consoles, simulator stations, and power configurations.

Day-to-Day Maintenance

The contractor shall document day-to-day maintenance procedures of facility simulation systems equipment.

Status Tracking

The contractor shall track the following and such other activity as may pertain to the on-going work:

1. List significant maintenance.
2. List the equipment that underwent RM, describe the deficiencies, correction and time-to-repair and clear each failure.
3. Schedule of any major modifications.
4. Track all man-hours expended.
5. Summarize, including breakout of the following: Materials billed and estimated shipping, Materials procured, Overtime and second shift funds expended and cost of simulation hardware utilization. Discuss potential future problems and make recommendations for avoiding them. List high failure rate parts and recommended parts to be procured for equipment maintenance for the following month.

Labor and Material Tracking

For all Time-and-Material and Cost-Plus type CLINs, the contractor shall detail labor hour's expended and direct material expenses. The contractor shall summarize the man-hours expended by the technical staff (by category) for each week or part thereof within the reporting period of the voucher, the equivalent expense, and the totals. The contractor shall detail the material expenses and document a legible copy of the vendor invoice with the purchase order number and contractor payment check number annotated thereon. The contractor shall list reimbursable travel performed. The individual travel list shall indicate destinations and miles traveled. The contractor shall summarize financial activities and summarize the labor expenses and direct expenses for the period and on a cumulative basis for each line item invoiced.

Objective 13 – Modification, Fabrication, Installation, and Development

To meet this objective the Contractor shall develop, fabricate, install, and modify hardware and software to meet operational needs of the SIMAF. Specific functions include the following.

Installation Materials:

The contractor shall provide and install material necessary for integrating simulation systems into existing and future facilities. These shall include material for structures to house equipment and control/operator stations.

Software:

The contractor shall develop, maintain, modify, and/or acquire software, which is

required to upgrade, enhance, operate, and maintain computers, simulations, and equipment. Examples include but are not limited to the development, integration, and maintenance of software for graphics display formats, aircraft aerodynamic models, aircraft subsystem models (weapons, sensors, navigation, communications), interface drivers for various user interface controls such as touch screen overlays, control sticks, throttles, programmable pushbutton switches, and voice activated controls, network communications software to allow communication between simulator computers, software to run in parallel across multiple processors and/or graphics systems, and software to support artificial intelligence applications. Simulation software developed shall require new and often original work by the contractor. The contractor shall validate, verify and document all simulation models, and document all software developed. All software developed as a result of this contract, along with its documentation, shall be property of the Air Force.

As required by the government the contractor shall modify, develop and/or acquire diagnostic, calibration, and/or hardware specific software that are peculiar to the simulation equipment.

As required by the government, the contractor shall develop computer software for performing the data acquisition tasks for simulation programs. This development may include modification of commercially available or existing custom written software routines and may be developed for the present computer systems or for use with future test control or data acquisition systems. The contractor shall develop software to conform to the specifications outlined in the specific program's event plan. The contractor shall plan for and detail the data acquisition specifications and requirements. Completion of this task may require the procurement of specialized service from time to time for modification or development of software routines utilizing equipment with a proprietary operating system for which the contractor is not wholly trained.

All software shall be written in a language approved by the government. The specific language to be used will depend on the project being supported. The contractor shall use the same software configuration control standards in use by facility personnel.

Engineering Changes (EC):

The contractor shall track engineering changes recommended by the equipment manufacturer for all simulation equipment. The contractor shall inform the government of these changes and make these changes within 30 days after go-ahead approval by the government. Engineering Changes are to be scheduled so that the normal Air Force work schedule will not be interrupted.

Equipment Reconfiguration:

As the simulation programs change from one project to another, the cockpit, visual systems, sensor systems, computer configuration, etc., may require reconfiguration to insure compatibility with a given planned objective. Reconfigurations will be kept to a minimum whenever possible. The contractor shall be responsible for all such reconfigurations and perform configuration control and management of each.

Equipment Replacement:

The contractor shall procure, install and/or interface replacement equipment when directed by the government. This may entail the design and fabrication of electronic interface circuitry and software programming to assure compatibility between equipment and the facility simulation executive. The Air Force and contractor will jointly evaluate a need for adjustment in manning to maintain and/or operate the equipment.

Modernization Support

The contractor shall provide engineering/technical support for modernization of the simulation facilities. This support shall be to install, integrate with computer networks and simulators, perform acceptance tests, checkout, and calibrate advanced simulation subsystems. The Contractor shall look for and recommend SIMAF equipment for updating and modernization. Typical examples of the type of SIMAF equipment needing updating and modernization include the following --

- Computers (to replace obsolete computers or to expand the simulation capability)
- Simulators and simulator subsystems (e.g. domes structures, projectors [e.g. background, target, head up display], projection screens, motion systems, seats, safety systems, calibration devices, cockpits, crew-stations, etc.)
- Peripherals (e.g. printers/plotters, terminals, terminal multiplexers, mass storage devices)
- Linkages to external computer networks (e.g. DREN, DISN-LES)
- Interfaces (e.g. direct memory interface, real-time Ethernet, 1553B bus network, fiber optics, reflective memory buses, SCRAMNet, Hypernet, etc.)
- Computer generated scene imagery generators. Visual database generators and visual displays (dome, helmet mounted, etc.)
- Cockpit electrical control loaders
- Analog elements
- Cockpit control/display devices
- Communications/intercom systems
- Simulated aircraft instrumentation and subsystems (e.g. radar, FLIR, etc.)
- Safety devices and enclosures for Simulators, computers, and equipment.

Simulation Systems Modification:

When simulation systems development or modifications are requested by the Air Force QAP, and not specified by the equipment manufacturer, the Contractor shall design, fabricate, install, document, and conduct performance checks based on specified government program requirements. These tests shall include a bench and software checkout of interface equipment. If computer equipment is involved, the input/output signals of each component shall be electrically compatible with each other unit involved. The changes/modifications shall be accomplished as required and shall be scheduled by coordination between the QAP and the site supervisor.

Documentation Updates

The contractor shall employ and maintain the facility operating procedures and

the facility drawings. Any updates or modifications to these procedures and drawings must be approved by the QAP.

Objective 14 – Information Assurance

To meet this objective the Contractor shall provide information assurance (IA) management and oversight of all SIMAF functions. These functions shall be carried out by the Contractor's credentialed Information Assurance Officer (IAO) and Information Assurance Manager (IAM), respectively. Staff members holding any one of these positions shall have and maintain a current TOP SECRET security clearance.

Note: The performance of this object requires credentials of an Information Assurance Officer (IAO) and optionally, upon government authorization beginning on or about FY12, an Information Assurance Manager (IAM) for the SIMAF. Individuals assigned to these responsibilities must comply with IA certification requirements per DoD 8570.1M, within six months of assignment.

Information Assurance Officer (IAO) Responsibilities

The IA management and oversight responsibilities, to be executed by an Information Assurance Officer, include the following –

- Conducting research to ensure ASC/XRA is in compliance with current version of IA guidance, to include, but not limited to:
 - Joint Air Force-Army-Navy 6/3 (JAFAN 6/3)
 - National Industrial Security Program Operating Manual (NISPOM) and the NISPOM Supplemental Overprint
 - DoDI 8510.01, DoD Information Assurance Certification and Accreditation Program (DIACAP)
 - DoDI 33-210 Air Force Certification and Accreditation (C&A) Program (AFCAP)
 - DoD Instruction 8500.2, Information Assurance Implementation.
- Maintain local policies, procedures, guidelines and processes necessary to ensure ASC/XRA is compliant with Protection Level 2 SAP/SAR and establish a foundation for meeting Protection Level 4.
- Develop security analysis of new information technologies, event networks, and configurations. Provide guidance and support for event planning and execution and develop client specific information system risk management alternatives and implementation plans.
- Develop and implement procedures for configuration management support, media accountability and control, conducts/reviews system audits, receipting for classified and non classified information media/data and system equipment entering/leaving the facility, system labeling and processing procedures, evaluating threats and vulnerabilities, and development of procedures to counter vulnerabilities and threats.
- Provide support for ASC/XRA achieving and maintaining of Interim Approval to Operate (IATO) and Approval to Operate (ATO) of the Modeling,

Simulation and Analysis Networks. Support development, configuration management, and maintenance required for approval for all collateral/SAR operating systems/networks in ASC/XRA.

- Work under the guidance of the Government Special Security Officer (GSSO) and the Information Assurance Manager (IMA)
- Prepare, process, and manage Memorandum of Agreements (MOA), firewall exceptions, and Interconnection Security Agreements (ISA) that allow ASC/XRA to network to other facilities.
- Prepare and disseminates local information assurance education and training material. Ensures the system security policy is available to all users and all personnel are familiar with requirements before using information systems.
- Monitor information system activities to ensure system integrity; establishes reaction and maintenance controls for the facility; and performs system access or revocation tasks. Establishes controls to ensure users operate, maintain, and dispose of information systems according to the current policy and procedures.
- Accomplish reviews of audit trails in accordance with the SSAA. Evaluates user incidents, begins corrective or protective measures, and submits reports according to AFI 33-138.
- Ensure all network and system administrators are taking action to implement appropriate TCNOs, patches, and updates within the mandatory timeframe and comply with the vulnerability and incident reporting procedures outlined in AFI 33-138. Periodically validates user-access privilege levels. Periodically reviews systems to ensure users do not use freeware, shareware, or public domain software unless approved for use by the DAA. Ensures software is free of viruses, hidden defects, and obvious copyright infringements. Ensures the implementation of measures that control access to information systems based on users validated clearances, access approval for categories, and need to know. Ensures information systems are cleared or sanitized according to AFSSI 5020.
- Prepare status reports.
- Other IA functions identified during task order performance.

Information Assurance Manager (IAM) Responsibilities

The IA management and oversight responsibilities pertaining to the security operations at the ASC/XRA's new SIMAF in Building 802, Wright Patterson AFB, OH, to be executed by an Information Assurance Manager (IAM), include the following –

Note: The Contractor shall commence performing the following functions only after receiving the Government's written authorization to proceed in conjunction with the SIMAF move to

Building 802 that is anticipated in FY 2012.

- Serve as Subject Matter Expert (SME) regarding Information Assurance, Information Systems Security, and Network Security policy within ASC/XRA.
- Serve as the primary liaison to the Designated Approval Authority and other Information Assurance POCs in SAF/AQL and ASC/XR.
- Advise ASC/XR leadership on Information Assurance requirements and Information System certification and accreditation matters.
- Conduct research to ensure ASC/XRA is in compliance with current version of IA guidance, to include, but not limited to:
 - a. Joint Air Force-Army-Navy 6/3 (JAFAN 6/3)
 - b. National Industrial Security Program Operating Manual (NISPOM) and the NISPOM Supplemental Overprint
 - c. DoDI 8510.01, DoD Information Assurance Certification and Accreditation Program (DIACAP)
 - d. DoDI 33-210 Air Force Certification and Accreditation (C&A) Program (AFCAP)
 - e. DoD Instruction 8500.2, Information Assurance Implementation.
- Develop local policies, procedures, guidelines and processes necessary to ensure ASC/XR is compliant with Protection Level 2 SAP/SAR and establish a foundation for meeting Protection Level 4.
- Develop security analysis of new information technologies, event networks, and configurations. Provide guidance and support for event planning and execution and develop client specific information system risk management alternatives and implementation plans.
- Ensure procedures are developed and implemented for
 - configuration management support,
 - media accountability and control,
 - conducting and reviewing system audits,
 - receipting for classified and non classified information, media/data, and system equipment entering/leaving the facility,
 - system labeling and processing procedures,
 - evaluating threats and vulnerabilities, and
 - countering vulnerabilities and threats.
- Ensure ASC/XRA Information Systems achieve and maintain Interim Approval to Operate (IATO) and Approval to Operate (ATO).
- Perform development, configuration management, and maintenance required for approval for all collateral/SAR operating systems/networks in ASC/XRA.
- Develop and maintain continued currency of System Security Authorization Agreements and System Security Plans.

- Work under the guidance of the Area Security Officer (ASO) and provides guidance/direction to the Information Assurance Officer (IAO).
- Ensure local information assurance education and training material is developed and training is accomplished. Ensures the system security policy is available to all users and all personnel are familiar with requirements before using information systems.
- Monitor information system activities to ensure system integrity; establishes reaction and maintenance controls for the facility; and performs system access or revocation tasks.
- Establish controls to ensure users operate, maintain, and dispose of information systems according to the current policy and procedures.
- Ensure all network and system administrators are taking action to implement appropriate TCNOs, patches, and updates within the mandatory timeframe and comply with the vulnerability and incident reporting procedures outlined in AFI 33-138.
- Periodically validate user-access privilege levels.
- Periodically review systems to ensure users do not use freeware, shareware, or public domain software unless approved for use by the DAA.
- Ensure software is free of viruses, hidden defects, and obvious copyright infringements.
- Ensure implementation of measures that control access to information systems based on users validated clearances, access approval for categories, and need to know.
- Ensure information systems are cleared or sanitized according to AFSSI 5020.
- Prepare Information Assurance status reports and re-draft documentation

Objective 15 – Facility Security (Optional requirement)

To meet this objective the Contractor shall perform the following information assurance and facility security functions. These functions shall be carried out by the Contractor's credentialed Information Assurance Manager (IAM), Facility Security Specialist (FSS) and Facility Security Assistant (FSA), respectively. Staff members holding any one of these positions shall have and maintain a current TOP SECRET security clearance.

Note: This objective pertains to the security operations at the ASC/XRA's new SIMAF in Building 802, Wright Patterson AFB, OH. The Contractor shall commence performing to meet this objective only after receiving the Government's written authorization to proceed in conjunction with the SIMAF move to Building 802 that is anticipated in FY 2012.

Facility Security Specialist (FSS) Responsibilities

The responsibilities of the Facility Security Specialist (FSS) shall be to --

- Support government security personnel in the implementation and administration of collateral and SAR security requirements for ASC/XRA M&S Facilities in the areas of communications (COMSEC), information, industrial, operations (OPSEC), personnel, and physical security programs as outlined in the DoD, JFAN, and Air Force instructions as well as the NISPOM Supplement Overprint and internal operating procedures.
- Perform contractor determined miscellaneous tasks required in direct support of the functions of the office, which may include end of day security check.
- Participate in the government's in-house and web-based security training program under the terms of the contract. The government will provide the contractor with access to the on-line system.
- Review existing policies/procedures advises the Activity Security Officer on a course of action required to achieve integration and consistency between information system security and facility security.
- Manage the organization billet roster to include processing program access requests and ensuring access rosters are created and kept current.
- Provide support to the COMSEC officer in the areas of education, maintaining comprehensive records and ordering material.
- Provide support in developing and conducting a complete SAP security education and training program, ensuring personnel are properly briefed.
- Maintain training documents and records.
- Assist in obtaining and maintaining facility accreditation through development of standard operating procedures, fixed facility checklists, requests for approvals and documentation required for special access program and collateral security.
- Ensure classified information is properly marked, controlled, and secured and the document control program is administered.
- Provide support for event security planning and execution to include all aspects of physical, technical, and administrative security issues. Develop co-utilization agreements with SIMAF customers for events in the facility.
- Administer and execute a badge control program to ensure that personnel are issued required badges, and badges are maintained/inventoried per established policy, and users are trained on badge requirements.
- Assist government security personnel with implementation of a

comprehensive OPSEC program.

- Ensure that document reproduction, destruction, and transmission (mailing and faxing) procedures are implemented and assist personnel in accomplishing these tasks.
- Support all security inspections from external organizations and assist with the internal self inspection programs for all security disciplines.
- Prepare facility security status reports.

Facility Security Assistant (FSA) Responsibilities

The responsibilities of the Facility Security Assistant (FSA) shall be to --

- Perform a variety of duties related to the implementation of collateral and SAR security requirements in the areas of information, personnel, communications, physical, and operations security for the ASC/XRA Simulation and Analysis Facility (SIMAF).
- Perform contractor determined miscellaneous tasks required in direct support of the functions of the office, which may include end of day security check.
- Control facility access,
- Issue visitor badges,
- Manage visitor control logs,
- Process all visit notices (incoming and outgoing) for government signature,
- Maintain the visitor control database
- Conduct entry/exit searches as required per established guidance.
- Administratively manage of program access billet rosters and related documentation in support of the organization billet plan and other program accesses.
- Update records (to include annual training, foreign travel notifications, etc) for all assigned personnel and provide notification to programs managed outside of ASC/XRA on issues affecting individuals briefed to their programs.
- Assist in the administration and control of all classified material, transmission and receipt of classified material and the COMSEC program. This will include access to safe and vault door combinations.
- Under the direction of higher level security specialists,
 - assist in preparing and disseminating security education and training material,

- conduct security inspections,
 - maintain media control,
 - conduct indoctrinations and debriefings, and
 - prepare program access request packages,
 - obtain receipts for all classified and non-classified information systems media/data and system equipment entering/leaving the facility,
 - monitor and control system labeling and
 - implement of processing procedures.
- Be responsible for establishing and maintaining official security files for documentation.
 - Assist higher level security personnel on physical facility security requirements to include ensuring proper accreditation of facilities and equipment within facility.
 - Assist in the implementation and management of the force protection program for the division and ensure requirements are implemented for the controlled SIMAF area.

Objective 16 – Off-site Simulation Activities

To meet this objective the Contractor shall, when required, move simulators, simulator software and related equipment to off-site locations to support projects, events and trade shows. The contractor shall be required to maintain, modify, and operate equipment, software, and simulations at these other locations. The Contractor shall submit requests and obtain approval from the QAP prior to performing off-site work.

Objective 17 – Acquisition Support for SIMAF Operations

To meet this objective the Contractor shall used approved procedures to procure equipment, materials, software, spare parts, expendable supplies, and services in support of SIMAF operations. All purchases must be approved by the Government either individually or as authorized by an approved purchasing system letter.

Purchase Procedures

General Procurements Requirements: The Contractors shall follow applicable Government compliant purchase policies and procedures when making purchases under this Task Order. These procedures include the use of Government source purchase methods and vehicles, such as GSA Schedules, when specifically authorized. The Contractor is authorized to make purchase up to the prescribed dollar ceiling stated in their Government approved purchase system authorization letter. The cost of all items purchased shall be reimbursed by the Government. The Contractor is authorized to apply G & A (general and administrative) charges to purchases if the cost of their purchasing staff is not directly charged to this Task Order. All purchases become property of the U.S. Air Force.

Special Procurements: Under special conditions, such as the need for modification and buildup of simulator systems or facility modernization for Air Force simulation studies, the contractor shall be required to procure the

requested item(s). The Contractor shall proceed with these purchases only after receiving a copy of the internal Air Force approval documents (e.g., Computer/communications System Requirement Document, CSRD, exemptions, etc.) and a written authorization to proceed from the Air Force QAP and the government contracting officer. Such purchases shall comply with standard government and Air Force procurement policies and practices. The purchased items will become the property of the Air Force upon receipt.

Rapid Procurement: Due to the nature of the simulation work supported in the SIMAF, the Contractor shall be required to procure hardware and software to support quick reaction studies or ongoing simulation events. To provide this capability the contractor shall authorize the local SIMAF contractor workforce to procure items up to \$10,000 in value. All purchases shall be approved by the QAP. Such purchases shall comply with standard Air Force procurement policies and practices, and become property of the Air Force.

Manufactures' Literature and Drawings: The Contractor shall be responsible for obtaining and storing literature, manuals, and drawings that accompanying purchased items or services on behalf of the government.

Warranties: The Contractor shall obtain, register, and retain all manufacturers' commercial warranties. If manufacturers' warranties are optional or if manufacturers offer optional warranty periods and/or provisions, the Contractor shall obtain prior written authorization from the Government as to which warranty periods and/or provisions to purchase along with verification of funding. The Contractor shall pursue remedies under the warranty if equipment fails during the warranty period.

Items to be Purchased

The Contractor shall purchase items in the following categories.

Equipment: The contractor shall be required to purchase both the standard off-the-shelf and nonstandard types of equipment. The contractor shall have the ability to purchase, modify, and utilize standard off-the-shelf equipment such as audiovisual equipment that may be more cost effective than specially developed equipment.

Materials: The contractor shall purchase materials required to operate and maintain the SIMAF and the simulation equipment. This includes, but is not limited to, items such as screws, nuts, bolts, sheeting, etc.

Hazardous Materials: The contractor shall ensure that Material Safety Data Sheets (MSDS) are available for hazardous material acquired, inventory and monitor all hazardous materials in the contractor's possession or being used by contractor personnel in the performance of the contract, and label and monitor contractor hazardous materials storage containers and locations.

Software: The contractor shall purchase facility computer software (e.g. operating systems, memory management. Interface, etc.) and associated update services as required by the Air Force to maintain/upgrade capabilities.

The contractor shall maintain an inventory of all simulation computer system software.

Spare & Replacement Parts: The contractor shall identify spare parts and establish the minimum number of electronic modules/parts, electromechanical parts, connecting materials, electronic components, mechanical components, etc., to assure equipment availability. An absolute minimum number of modules, components, and materials shall be established. The contractor shall have the capability to provide all the items under emergency conditions and to establish a maintenance support package.

Expendable Supplies: The contractor shall purchase expendable supply items such as cleaning agents, drill bits, wearable machine tools, etc.

Services: The contractor shall acquire the services of personnel, laboratories, and equipment which cannot be performed by the personnel or equipment regularly assigned to the contract. The acquisition of services may also be required to expedite task accomplishment when short notice test programs with critical test schedules are supported.

Objective 18 – Facility Relocation

The Contractor shall commence performing to meet this objective only after receiving the Government's written authorization to proceed in conjunction with the SIMAF move to Building 802 that is anticipated in FY 2012.

During FY2012 the SIMAF and associated personnel will relocate to the new facilities in the Information Technology Complex (ITC) – Phase I, building 802 at Wright-Patterson Air Force Base. To meet this objective the Contractor shall provide all services necessary to relocate the simulation equipment from current facility in buildings 145 and 146 to the new facilities in the ITC Phase I, building 802. The relocation will include but is not limited to the following:

- document current equipment configurations
- disassemble
- pack for transport
- transport
- re-assemble
- design/build of new facility interfaces
- install
- test to ensure all equipment is correctly working

The move of equipment is anticipated to take place in phases during a transition period of six months to one year on a non-interference basis with scheduled events. During this transition period the contractor shall be required to operate and maintain both current and new facilities in accordance with this PWS.

The contractor shall assist the government with the plan to transition the SIMAF equipment to the new facility.

The contractor shall assist the government with estimates for new equipment required to

make the new SIMAF facilities in building 802 functional.

5 Meeting Objectives

To accomplish the Meeting Objectives of this Task Order the Contractor shall participate in the following meetings. Nothing discussed in any meetings or discussions between the Government and the Contractor shall be construed as adding, deleting, or modifying contractual agreement without written authorization from the Contracting Officer.

Meeting Objective 1 – Kickoff Meeting

Within five (5) business days following the Task Order award date (or other time mutually agreed between the parties), the Contractor representatives will meet with the the GSA Contracting Officer, GSA COTR, and Government program manager or designee to review the contractor's understanding of the requirements, goals and objectives of this task order. The contractor shall also address the status of any issues that will affect contractor start-up/ramp-up toward achieving full service/support capability. The Government will be responsible for taking minutes of this meeting.

Meeting Objective 2 – Ad hoc Technical / Work Status / Administrative Meetings.

The contractor shall, if requested by the Government, participate in ad hoc technical, work status, or task order administrative meetings to discuss technical matters, tasking, work progress, technical problems, and/or task order performance or administrative issues. The Contractor shall provide a summary of these meetings in the Monthly Status Report. These meetings will occur at a time and place mutually agreed upon by the parties.

6 Contract-wide Objectives

Contract-wide Objective 1 – Project Management and Control Systems

The Contractor shall be responsible for managing this project in coordination with the AFMC Aeronautical Systems Center (ASC) Modeling, Simulation, and Analysis Division (ASC/XRA). The Contractor shall use proven processes, analyses, and best practices to perform this requirement. The contractor shall also exercise administrative and financial management functions during the course of this effort such as: scheduling of activities and milestones; describing and reporting status; outlining status; outlining contractor activity and progress toward accomplishment of objectives; studying safety issues; planning, financial forecasting, financial reporting of commitments and expenditures, and making recommendations on funding and funding changes; program planning; and describing in detail the overall results of the effort.

Contract-wide Objective 2 – Subcontract Management

The Contractor shall be fully responsible for management, control, and performance of any subcontractor used on this contract/order. Use of a subcontractor on the contractor's team shall not relieve the prime of responsibility or accountability in the execution of this contract/order.

In some cases subcontractors will be used to perform specialized services. Specialized services are those services of personnel, laboratories and/or machines required to provide completeness and continuity of the assigned work, to include hardware and software services, which cannot be performed by the prime contractor personnel or

equipment regularly assigned to the facilities. Facility modifications that are performed by subcontractors shall be documented by the Contractor. In these cases the Contractor shall obtain prior approval from the government of any sub-contractor arrangement and shall complete any sub-contracting agreement with the sub-contractor within 45 days of approval by the government of the sub-contracting solution.

Contract-wide Objective 3 – Business Relations

A primary element of project success is the business relationship between the Contractor and Government representatives. Within this context the Government will monitor the contractor's contribution to business relations and provide feedback to the contracting agency when required. The contractor shall make every effort to

- Establish and maintain clear and constant communication channels with the Government representatives. (Timely communication is essential to meet shortened suspense dates particularly as it relates to documentation and informational meetings.)
- Promptly identify PWS and/or business relationship issues of controversy and the bilateral development and implementation of corrective action plans.
- Ensure professional and ethical behavior of contractor personnel.
- Maintain effective and responsive subcontractor management.
- Ensure that the members of the Contractor's team are fully aware and engaged in strengthening the interdependency that exists between them and their Government counterparts.
- Facilitate contractor–government collaboration for continuous improvement in the conducting PWS tasks, reducing risks, controlling costs, and meeting the mission needs of the AFMC Aeronautical Systems Center (ASC) Modeling, Simulation, and Analysis Division (ASC/XRA).

Contract-wide Objective 4 – Team Continuity and Employee Retention

The Government recognizes the benefits in maintaining the continuity of contractor team members. These benefits include but are not limited to retention of corporate knowledge, minimizing contractor familiarization, maintaining/increasing performance levels, schedule adherence and preserving organizational interfaces developed over time. These benefits also accrue to the Contractor. Within the context of effective and efficient personnel management, the Contractor shall take reasonable and appropriate steps to retain the qualified employees staffed against this contract to maintain continuity and performance while effectively reducing costs borne by the Government.

Contract-wide Objective 5 – Contractor Response

The contractor shall ensure prompt response to Government inquiries, requests for information or requests for contractual actions.

7 Additional Performance Requirements

Location of Work

The initial primary place of task performance is the Simulation and Analysis Facility (SIMAF) and development and office areas located in buildings 145 and 146, Wright-Patterson Air Force Base. On or about July 2012 the SIMAF modeling and simulation activities will relocate to the Information Technology Complex (ITC) Building 802, which is currently under construction. The services and support identified in this PWS will be conducted in ~~the~~ Building 802 following relocation. Concurrent operations in both facilities will exist for a period of approximately six months to one year (4.2.2). Applicable Government regulation, directive, and/or guidance will apply to all work performed on Government facilities.

The Contractor may also be required to perform work at other CONUS sites on a temporary basis. Temporary duty assignments will be authorized by the Government to support training, meetings, or project related events.

Anticipated CONUS temporary duty locations will be identified in subtask orders.

The Government will furnish work stations at the Wright-Patterson AFB location as described in the PWS paragraph entitled – Government Furnished Items – Equipment. The Contractor shall be responsible for providing its own work locations for all employees that are not accommodated by the available Government Furnished facilities.

Time of Work

Normal Hours

The Contractor shall perform assigned tasks at the specified Government furnished facilities between the hours of 0700 and 1700 EST/EDT, Monday through Friday. During this time the Contractor personnel shall provide support to ensure facility is fully functional support SIMAF mission requirements. Operation for simulations and maintenance, major modifications, and general upkeep shall normally be performed during these hours. Maintenance, major modifications, and general upkeep shall be scheduled to coincide with normal hours of operation yet not interfere with simulation activities. (1.8.1)

Services Outside Normal Hours

The Contractor shall provide simulation event support outside of normal working hours as directed by the government to meet mission requirements. The following events provide examples of the circumstances that might require extended work hours.

- Facility failures that threaten the simulation schedule and could contribute to unacceptable customer funded event delays.
- Performing or completing support of distributed events involving West Coast facilities.
- Priority work supporting national commitments and emergencies up to and including a declared war. (These services shall be provided as required for the duration of the emergency.)

When work requires expedited performance to meet schedule constraints, the

Government shall communicate that need to the Contractor's Project Manager who, in turn, is responsible for managing the Contractor's labor resources to meet the schedule constraints. The Contractor shall draft contingency staffing plans to handle excessive or emergency work and shall implement these plans when the occasion arises. Communications regarding extended hour work shall be documented in writing, by email or otherwise, and included in the contract administration file.

The government, at its option, may augment the Contractor's staff with government personnel to perform surge requirements when it perceives that mission accomplishment is endangered. The Government agrees to negotiate a modification to the contract/task order to compensate the Contractor for the expense of hiring additional personnel to meet surge requirements, if expenses go beyond those originally anticipated.

Overtime

It is the Government's policy to limit overtime to the maximum extent possible. However, if overtime is necessary to meet mission requirements, the Contractor shall submit an overtime request to the Air Force QAP. Overtime requests shall be approved in advance and in writing by the Air Force QAP and/or GSA COTR or GSA Contracting Officer. Overtime premiums are not authorized under this contract/order (FAR 52.232-7(a)(3)).

Holidays

Unless specifically authorized in writing by the Contracting Officer, no services will be provided and no charges will be incurred and/or billed to any contract on any of the Federal Holidays listed below:

New Years Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Base Closures

In the event of unplanned closure of the Government facility due to natural disasters, military emergency, or severe weather, Contractor employees who are working on the Government facility will be authorized an excused absence, leave, or other work status per their employer's guidance.

Performance at the Contractor's Facilities

Work performed at Contractor's work locations shall be performed according to the Contractor's standard commercial practice; however, the Contractor representatives at these locations must be available for interaction with Government employees between of 0700 and 1700 Eastern time, Monday through Friday, with the exception of government designated holidays or base closures.

Travel

Controlling Regulation

All travel performed under the Primary Task Order or Sub-task Orders shall be governed by clause B.8 found in Section B of the Alliant contract (Alliant – Conformed Contract, Oct 2009 (Mod PS03) page 9) and by the Federal Joint Travel Regulations (JTR).

Travel Requirement and Authorization

The Government may authorize and require Contractor personnel to travel to participate in meetings, reviews, audits and other efforts as necessary to accomplish assigned tasks. All travel plans (including agenda, itinerary, and dates), shall be coordinated and approved by Government representative prior to travel. The Contractor shall ensure that the requested travel costs do not exceed the amount authorized in this task order. A Trip report will be provided to Government representative upon completion of trip. Reimbursement is not authorized for local travel.

Purpose of Travel

Some contractor travel, both local and distant, to other government installations, manufacturer's facilities or technical conferences is anticipated in support of contractual work requirements. This travel may be for the purpose of directly supporting a remote event effort, gathering or obtaining technical data, inspecting partially completed procurement items, or for training on systems implemented by the simulation facilities during the period of the contract. The contractor will be reimbursed by the government for travel and per diem expenses incurred by contractor personnel to the extent authorized by applicable contract provisions and governing regulation, as cited above. Travel costs are reimbursable in accordance with FAR 31.205-46. The contractor shall obtain approval from the responsible QAP or ACO prior to performing travel for which reimbursement will be requested. Conditions and limitations applying to travel associated under this contract are as follows:

- Reimbursement for local travel, within a 50 mile radius at WPAFB, is limited to those transportation costs incurred for the transporting of materials purchased from local suppliers.
- Travel greater than a 50-mile radius from WPAFB is considered distant travel. Such travel necessitated by government or temporary assignments for such purposes as training, symposia, conferences, equipment evaluation/inspection, and other purposes as approved by the QAP, is reimbursable. When TDY travel is required per diem costs are reimbursable.
- The contractor shall use the most economical means of transportation consistent with accomplishment of the contract and to limit major costs. Items such as airfare, vehicle rental, mileage rates, and per diem allowances are reimbursable to the extent that they do not exceed the maximum rates in effect at the time of travel as set forth in the Federal Travel Regulations or Joint Travel Regulations (JTR).

- Reimbursement claims will include proof of payment and will be certified by the responsible QAP or certifying officer. For local vehicle travel, primarily contemplated for off-base material pick-up, claims will include “trip tickets” containing the following information:
 1. Name of the person performing the travel.
 2. Date of travel.
 - 3.”Travel to” and “Travel from” locations
 4. Miles traveled
 5. Materials Request/ Purchase Order Number
 6. Amount claimed with breakout of costs (i.e. mileage rate, parking tolls).

Limitations on Contractor Performance

The Contractor shall NOT perform the following functions in connection with the services provided under this task order.

- Approve, decide, or sign as a Contracting Officer;
- Negotiate with Air Force suppliers;
- Accept or reject supplies or services;
- Determine acquisition, disposition, or disposal of Government property;
- Direct other contractor or Government personnel;
- Determine cost reasonableness, allowability, or allocability;
- Vote on a source selection board;
- Supervise government personnel;
- Approve Government requirements or plans;
- Determine government policy.

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NOTE: The Government, at its sole discretion, may consider substitutions and/or requests for deviation from any of the following personnel qualifications (e.g., experience in lieu of education), if to do so would be in the best interest of the Government.

Personnel Qualifications – General

All personnel working on this contract shall meet the following minimum educational and experience requirements.

- A minimum of an Associate degree or appropriate technical training certificate(s) in a discipline associated with the work being performed under this contract. (except for administrative support personnel)
- A minimum of five years of recent experience performing work that is the same or similar to the work the individual is required to perform under this contract/task order.

The Contractor shall furnish adequate documentation to substantiate compliance with this requirement for each assigned staff member. The Contractor shall certify as to the accuracy and completeness of the supporting documentation.

Project Manager/Site Supervisor Qualifications

The contractor shall designate a project manager who shall be responsible for the performance of the work. The name of this person and an alternate(s), who shall act for the contractor when the manager is absent, shall be designated in the proposal. The contractor shall provide telephone numbers of the project manager and alternate(s) where these persons may be contacted outside of normal duty hours.

The project manager or alternate(s) shall have full authority to act for the contractor on all contract matters relating to the daily operations of this contract on the installation.

The project manager or alternate shall be available during normal duty hours within 1 hour to meet on the installation with government personnel designated by the contracting officer to discuss problem areas. The project manager or alternate shall be on-site during contingencies requiring work beyond normal duty hours. After normal duty hours, the project manager or designated alternate shall be available within 2 hours.

The project manager and alternate(s) must be able to communicate clearly (read, write, speak, and understand English.)

The Project Manager must have credentials that substantiate that he or she has

- educational attainment that meets or exceeds minimum compliance with the educational requirement in the PWS in a discipline associated with the work being performed under this contract.
- mature experience in project management.
- successful management of project tasks and coordination for employees in various labor categories and with various skills in projects of similar size and scope as the one identified in this PWS.
- demonstrated experience managing, coordinating, and facilitating a team's efforts effectively and efficiently in a Time and Material/Labor Hour contracted environment within DoD.
- demonstrated knowledge of program management practices similar to the requirements of this solicitation.
- recent relevant experience with the full spectrum of the work associated with this requirement. This includes experience managing and supervising --
 - facility maintenance activities involving the trouble shooting, repair, modification, overhaul, refurbishing, and preventive maintenance of simulation equipment, instrumentation, and simulation devices in a real-time human-in-the-loop research and development environment.
 - Preparation and submission of contract deliverable items;
 - background research and writing justification letters for materials and equipment purchases;
 - subcontractor performance
 - Contractor shall have experience and authority to make material purchases; perform contract quality reviews
 - Voucher reviews (for accuracy prior to submittal to the government for payment)
 - Material inventory maintenance and reporting
 - Implementation and compliance with security, safety, property control, equal opportunity, HAZMAT, contractual training, and purchasing policies.

- The contractor program management personnel shall have security clearances in accordance with Section 13, "Employee Security Requirements" of this PWS.

Staff Employee Qualifications

Equipment Capability Requirements:

The contractor shall have personnel who have completed certified training for the following equipment used in the ASC/XRA Simulation Facilities. The contractor shall ensure that personnel with the following training are available during normal SIMAF operational hours and during extended operational hours as determined by the government. The contractor staff shall have completed the required training as of the date of contract award:

- Silicon Graphics 3800 Series administrative and maintenance training
- UNIX Network and System training
- LINUX Network and System training
- BARCO SIM-6, SIM-6 Ultra & SIM-5 Projector operation and maintenance training
- BARCO Multi-Channel Auto-Alignment System training
- Windows operating system training for XP and Server 2003
- ASTi radio simulators operation and administrative training
- Orion Communications Systems, MT-200 Voice Switching and Conference System
- CISCO 3600 & 3800 series router operation
- Taclane KG-175D training
- Fiber Optics training

In addition, the contractor shall demonstrate specific knowledge of and/or specific experience in the following areas or systems:

- Wire Wrap configured simulator linkage systems
- USB based simulator linkage systems
- BG Systems Serial based simulator linkage systems
- Simulator Electrical systems
- Wittenstein control loader systems
- Systems and Control Technologies Inc. (SCT) Model 2334 Electric Control Loading (ECL) system with CLoad6 control software.
- Thinklogical Model DCS 72 Video Switch and DCS KMASS Switch
- Network Domain Controllers and Network based back-up systems

Systems Engineering Capabilities:

The contractor shall have personnel with systems engineering capabilities to include knowledge, experience, and proficiency with each of the following:

- a) All phases of real time "human-in-the-loop" and constructive simulation
- b) Object orientated programming language
- c) LINUX and Windows operating systems
- d) Real-time system development
- e) Audio and communication systems
- f) Ability to design, implement, and optimize software and hardware for:
 1. Visual system projectors

2. Vehicle dynamics
3. Stability and control
4. Avionics
5. Programming aircraft, weapons, avionics, and environment simulation models.
6. Electro-mechanical and simulation computer systems
- g) Ability to troubleshoot and maintain Extensible Architecture for Analysis and Generation of Linked Simulations (EAAGLES) software environment
- h) Design, interfacing, modification, integration of simulation computer systems
- i) Security Clearance: Section 13, "Employee Security Requirements" of this PWS applies.

Technical Writing Capabilities:

The contractor shall have personnel with technical writing capabilities. Security clearances of paragraph Section 13, "Employee Security Requirements" of this PWS apply to this capability.

Purchasing and Material Handling Capabilities:

The contractor shall have personnel with purchasing and material handling capabilities to include knowledge, experience, and proficiency with:

- a) Supplies management (stock, control, repair and calibration cycle, demand processing).
- b) Must be experienced with AFM 23-110, Air Force Supply Manual and contract requirements.
- c) Air Force and contractor local purchase procedures for procuring parts locally.
- d) Knowledge of the simulation facility material needs and ability to comprehend the technical requirement, collect the necessary data, and to take action or recommend material solution based upon established guidelines.
- e) Technical supply management (e.g., inventory management, storage management, cataloging, property utilization, procurement, repair cycles, and demand processing).
- f) Experience contacting representatives of commercial firms to obtain information regarding items of supply, item characteristics, or procurement lead time.
- g) Experience contacting representatives of government agencies (Federal, State or Local) regarding procurement, utilization, and disposal of property.
- h) Tracking purchases from point of order to facility receipt.
- k) Unique Identification (UID) Requirements
- l) Security Clearance: Section 13, "Employee Security Requirements" of this PWS applies.

System Administration Capabilities:

The contractor shall have personnel with system administration capabilities to serve as Computer System Administrator (CSA) in ASC/XRA simulation facilities systems to include knowledge, experience, and proficiency with:

- a) Security Clearance: Section 13, "Employee Security Requirements" of this PWS applies and Top Secret security clearance is required.
- b) Operation of parallel processing digital computers.
- c) Common memory interfaces.

- d) Operating systems.
- e) Compilers, assemblers, and system utility routines.
- f) Use of interrupts for real-time operation.

Information Assurance Officer (IAO) Capabilities

(Note: See Objective 14, above for a complete description of this requirement.)

The contractor shall provide personnel with information assurance capabilities to serve as information Assurance Officer (IAO). The person filling this position shall have the capabilities and experience to provide technical support in planning, developing, and implementing information systems security to ASC/XRA. This includes experience with security related technical analysis and development of Information Assurance (IA) and Certification & Accreditation (C&A) documentation for both collateral and SAP/SAR levels of security. Services shall be in direct support of the SIMAF Modeling, Simulation and Analysis (MS&A) Network and other information systems used by ASC/XRA.

Security Clearance: Section 13, "Employee Security Requirements" of this PWS applies and Top Secret security clearance is required.

Optional Contractor Capabilities: The following capabilities are for contract options that may be executed by the government in FY12 or later.

Information Assurance Manager (IAM) Capabilities.

(Note: This is an optional requirement that may be requested by the Government in support of the new SIMAF in Building 802. See Objective 14, above for a complete description of this requirement.)

The contractor shall provide personnel with information assurance capabilities to serve as Information Assurance Manager (IAM). The person filling this position shall have the capabilities and experience to provide technical support in planning, developing, and implementing information systems security to ASC/XRA. This includes experience with security related technical analysis and development of Information Assurance (IA) and Certification & Accreditation (C&A) documentation for both collateral and SAP/SAR. Services shall be in direct support of the SIMAF Modeling, Simulation and Analysis (MS&A), Network and other information systems used by ASC/XRA.

Security Clearance: Section 13, "Employee Security Requirements" of this PWS applies and Top Secret security clearance is required.

Facility Security Specialist (FSS) Capabilities

(Note: This is an optional requirement that may be requested by the Government in support of the new SIMAF in Building 802. See Objective 15, above for a complete description of this requirement.)

The contractor shall provide personnel with Facility Security Specialist qualifications in accordance with those defined by the Department of Labor standards. Security Clearance: Section 13, "Employee Security Requirements"

of this PWS applies and Top Secret clearance is required.

The Facility Security Specialist activities will include: Duties related to the implementation of collateral and SAR security requirements in the areas of information, personnel, communications, physical and operations security for the ASC/XRA Simulation and Analysis Facility (SIMAF). The Contractor proposed Facility Security Specialist shall be familiar with applicable DoD acquisition Policy, security policy, Law, Regulation, and Guidance required to perform the effort as defined in this Performance Work Statement. The Facility Security Specialist will interface with the Activity Security Officer (ASO) and the Activity Security Manager (ASM) on a daily basis.

Facility Security Assistant (FSA) Capabilities

(Note: This is an optional requirement that may be requested by the Government in support of the new SIMAF in Building 802. See Objective 15, above for a complete description of this requirement.)

The contractor shall provide personnel with Facility Security Assistant qualifications in accordance with those defined by the Department of Labor standards. Security Clearance: Section 13, "Employee Security Requirements" of this PWS applies and Top Secret clearance is required.

The Facility Security Assistant activities will include: Duties related to the implementation of collateral and SAR security requirements in the areas of information, personnel, communications, physical and operations security for the ASC/XRA Simulation and Analysis Facility (SIMAF). The Contractor proposed Facility Security Assistant shall be familiar with applicable DoD acquisition Policy, security policy, Law, Regulation, and Guidance required to perform the effort as defined in this Performance Work Statement. The Facility Security Assistant will interface with the Activity Security Officer (ASO) and the Activity Security Manager (ASM) on a daily basis.

Staff Maintenance

Due to the demanding nature of the SIMAF operations, it is essential that the Contractor maintain sufficient staffing levels to accomplish all required tasks. This is especially true because many labor skills are in short supply and the program must rely on a single employee to fill one or multiple roles. During any transition of personnel, the Contractor shall make every effort to maintain manning without loss of service days to the Government. This may necessitate the use of temporary employees to fill short term gaps between permanently assigned employees. Failure of the Contractor to employ an adequate number of qualified personnel will not be an excuse for failure to perform this work within the cost, performance, and delivery parameters of this contract / order.

Key Personnel

Definition & List of Key Personnel

Key Personnel are defined as those individuals who are so essential to the work being performed that the contractor shall not divert them to other projects or replaced them without receiving prior approval from the Contracting Officer. This includes substitution of those originally proposed at the time of contract/task

order award*. Substituted personnel must have equal or better qualifications than the person they replace, subject to the Government's discretion.

The following five Contractor personnel will be considered to be "Key Personnel" under this contract / delivery order.

Program/Project Manager/Site Supervisor
Principal Senior Systems Engineer
Principal Systems Engineer
Site Purchasing Specialist
Information Assurance Officer (IAO)

**Note: Failure of the Contractor to furnish proposed key personnel shall be viewed as a breach of contract and may be grounds for a default determination by the Government.*

Key Personnel Substitution

The Contractor shall not remove or replace any personnel designated as key personnel without making a written request to and receiving written concurrence from the Contracting Officer. The Contractor's request for a change to key personnel shall be made no later than ten (10) calendar days in advance of any proposed substitution and shall include a justification for the change. The request shall (1) indicate the labor category or labor categories affected by the proposed change, (2) include resume(s) of the proposed substitute in sufficient detail to allow the Government to assess their qualifications and experience, and (3) include a statement addressing the impact of the change on the Contractor performance. Requests for substitution will not be unreasonably withheld by the Government. The Government will approve initial contractor key personnel at time of award. Replacement key personnel will be approved via modification to the contract/task order. If the Government CO and the COTR determine that the proposed substitution, or the removal of personnel without substitution or replacement, is unacceptable or would impair the successful performance of the work, the Contracting Officer will request corrective action. Should the Contractor fail to take necessary and timely corrective action, the Government may exercise its rights under the Disputes provisions of this contract or take other action as authorized under the provisions of this task order, the Prime contract upon which this order is based, or pursue other legal remedies allowable by law.

Personnel Substitutions

Although Government approval is not required prior to replacing any of its staff, the Contractor shall provide resumes or other adequate documentation to verify to the Government that all proposed replacements (temporary or permanent) meet the security and minimum educational and experience requirements of this PWS. Additionally, the Government requests the courtesy of being immediately informed of any potential vacancy or prior to any staff member being removed, rotated, re-assigned, diverted or replaced.

The Contractor is required to replace all personnel with those who meet the minimum qualifications as stipulated above, in this PWS Section 7 –Personnel Qualifications and

Staff Employee Requirements, and should strive to replace departing personnel with those having appropriate and/or equal qualifications. Failure on the part of the Contractor to employ an adequate number of qualified personnel to perform this work will not excuse the Contractor from failure to perform required tasks within the cost, performance, and delivery parameters of this contract / task order.

Privacy Act Requirements

Work on this project may require that Contractor personnel have access to information which is subject to the Privacy Act of 1974. Personnel shall adhere to the Privacy act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations when handling this information. Privacy Act information is considered sensitive and appropriate safeguards shall be implemented by the Contractor. The Contractor is responsible for ensuring all contractor personnel are briefed on privacy Act requirements.

Personal Services

This is not a "Personal Services" contract as defined by FAR 37.104. The government has taken the following steps and precautions to ensure that "Personal Services" employer-employee relationships are not created between government and contractor employees during performance of this task order. Although Contractor employees who furnish services under this contract are subject to Government technical oversight, the Government shall not oversee Contractor employees but shall provide all direction through the Contractor's designated representative(s) who is/are solely responsible for supervising and managing Contractor employees. In further compliance with this regulation –

- All tasks will be initiated using approved Task Directive Forms.
- All government direction or approval of contractor initiated suggestions shall be documented using approved Task Directive Forms
- All government contract monitors shall communicate with the contractor through the approved contractor management representative.
- All government representatives responsible for managing this task order shall be briefed on the avoidance of personal services and those actions that represent personal services, prior to assuming their contract responsibilities.
- Additionally, the Contractor shall take the following steps to preclude performing, or perception of performing "Personal Services" as stipulated in FAR 37.114(c).
- When answering the phone, Contractor employees shall identify themselves as employees of the firm for which they work, as well as giving other information such as their name or the government office they support.
- Contractor employees shall wear badges that clearly identify them as Contractor employees, in accordance with established Air Force badge requirements. The badge shall be worn on the outermost garment between the neck and waist so badge is visible at all times.
- Name plaques shall be placed at Contractor employees' work area (cubical or office) that clearly identify them as Contractor employees. The plaques shall be placed in a clearly visible location so they can be seen by all visitors and associated government employees.

Rehabilitation Act Compliance (Section 508)

Unless otherwise exempt, all services and/or products provided in response to this requirement shall comply with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR part 1194).

The Contractor shall support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

Additional information regarding Section 508 can be obtained from the following web sites.

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

<http://www.access-board.gov/508.htm>

<http://www.w3.org/WAI/Resources>

For this requirement, the Contractor is exempt from the provisions of Section 508 of the Rehabilitation Act of 1973, as amended with regard to operation of military aircraft and military aircraft simulators.

Avoidance and/or Mitigation of Actual or Potential Organizational Conflicts of Interest

Contractor employees may have access to sensitive government information while performing this work, may be involved in reviewing and assessing the work of other contractors, and may be involved in developing specifications and work statements for subsequent or complementary work. There is a potential for organizational conflicts of interest if the Contractor has ties with firms whose work it will review or if the Contractor is subsequently awarded a contract that uses a specification or work statement that it prepared. To avoid actual or potential organizational conflicts of interest the Contractor, in conjunction with Government scheduling and oversight controls, must be able to mitigate its relationship with a firm whose work it might review during performance of this Task Order. No specific firm is currently identified but firm may be identified during the course of contract/task order performance. Additionally, the Contractor shall refrain from seeking contracts that incorporate Contractor generated specifications or work statements until it first demonstrates, to the satisfaction of the Contracting Officer, that obtaining such other contracts will not create an actual or potential organizational conflict of interest with work performed on this task order. The Contractor shall comply with the provisions of the task order clauses entitled "Organizational Conflicts of Interest," "Notification of Conflicts of Interest Regarding Personnel," "Limitation of Future Contracting," and "Annual Conflict of Interest Certification" to meet this requirement,

which shall be incorporated into the Task Order.

Operation of Privately Owned Vehicles on Wright Patterson Air Force Base

Contractor personnel shall comply with directives pertaining to operation of privately owned vehicles on Wright-Patterson Air Force Base per AFI 31-218, Motor Vehicle Traffic Supervision.

Physical Security of Government Facilities

Safeguarding Property

The contractor shall be responsible for safeguarding all government property and office areas provided for contractor use. The contractor shall observe and comply with the security provisions in effect at the SIMAF facility. The contractor may be required to open and secure safes and room(s) containing computer equipment used for classified processing. At the close of each work period, government facilities, property, and materials shall be secured. This includes signing the End of Day Checklist to rooms, safes, and other ASC/XRA and SIMAF facilities to which the contractor has control or is assigned. Required identification badges shall be worn and displayed at all times.

Key Control

The contractor shall establish and implement methods of ensuring that all keys/key cards issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. Keys issued to the contractor by the government shall not be duplicated. The contractor shall develop procedures covering key control that shall be included in the contractors Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas.

The contractor shall immediately report the occurrences of lost and/or duplicated keys to the contracting officer and to the government security representative of the contract.

In the event keys, other than master keys, are lost or duplicated, the contractor shall, upon direction of the contracting officer, re-key or replace the affected lock or locks; however, the government, at its option, may replace the affected lock or locks or perform re-keying.

The contractor shall prohibit the use of government issued keys by any persons other than the contractor's employees or personnel authorized entrance by the controlled area monitor, QAP, or Contracting Officer.

Lock Combinations

The contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The contractor shall assist government security personnel with changing lock combinations when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the contractor's

Quality Control Plan.

Conservation of Utilities and Resources

The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions which prevent the waste of utilities and resources.

Records

The contractor shall be responsible for creating, maintaining, and disposing of only those government required records that are specifically cited in this PWS or required by the provisions of a mandatory directive listed in this **Section 7**, Applicable Documents, Publications, and Forms, below. If requested by the Government, the contractor shall provide the original record or a reproducible copy of any such record within 5 working days of receipt of the request.

Environmental Controls

Compliance with Laws and Regulations

The contractor shall be knowledgeable of and comply with all applicable Interstate, Federal, State, and Local laws, regulations, and requirements regarding environmental protection. In the event environmental laws/regulations change during the term of this contract, the contractor is required to comply as such laws come into effect. If there is an increase or decrease in cost as a result of the change, the contractor shall inform the Contracting Officer pursuant to notice requirements of FAR 52.243-7 and negotiate a modification to the contract.

Notification of Environmental Spills

If the contractor spills or releases any substance contained in 40 CFR 302 into the environment, the contractor or its agent shall immediately report the incident in accordance with each Site-Specific Spill Plan. The liability for the spill or release of such substances rests solely with the contractor and its agent.

Material Storage and Use

The contractor shall follow manufacturer's guidelines and professional recommendations for control of humidity, temperature, cleanliness, and materials handling. This includes hazardous materials.

Hazardous Material Management

The contractor shall be knowledgeable of and comply with all applicable federal, state, local, base, and organizational laws, regulations, policies, and practices pertaining to the procurement, storage, use, and disposal of hazardous materials. Specific tasking for compliance, beyond common requirements, may vary with each component facility under this contract depending on that facility's established internally defined system for hazardous materials. Each facility will continue to operate under its separate, independent system until such time as a combined system might be defined and implemented. The contractor shall comply with these separate systems. Each facility has local practices and a defined breakdown of government versus contractor responsibilities pertaining to

hazardous materials, particularly in the area of administration, that, while still conforming to all external requirements, differ to varying degrees. The contractor shall coordinate with his QAP and each organization's hazardous material focal point (if any) to establish the organizational-specific tasking of the contractor for hazardous materials.

Safety Requirements

In performing work under this contract, the contractor shall:

- Take such additional immediate precautions as the CO may reasonably require for safety and mishap prevention purposes.
- Adhere to the SIMAF safety plan for the protection of government facilities and property for a safe environment. The safety plan shall be maintained with the contractor's assistance to reflect current standard operating procedures.
- Provide protection to government property to prevent damage during the period of time the property is under the control or in possession of the contractor.
- Include a clause in all subcontracts to require subcontractors to comply with the safety provisions of this contract.
- Record and report promptly (target: within one hour) to the Contracting Officer or SIMAF Program Manager all available facts relating to each instance of damage to government property or injury to either contractor or government personnel.
- In the event of an accident/mishap, take reasonable and prudent action to establish control of the accident/mishap scene, prevent further damage to persons or property, and preserve evidence until released by the accident/mishap investigative authority through the Contracting Officer or QAP.
- If the government elects to conduct an investigation of the accident/mishap, the contractor shall cooperate fully and assist government personnel in the conduct of investigation until the investigation is completed.
- Include a clause in each applicable subcontract requiring the subcontractor's cooperation and assistance in accident/mishap reporting and investigation.
- Comply with safety provisions listed in the technical publications in Section 6.

Applicable Standards – Regulatory and Instructional Compliance

Applicable Documents, Publications, and Forms

PUBLICATION NUMBER	TITLE PUBLICATION	REQUIREMENT
29 CFR Part 1910	General Safety and Health Provisions	Mandatory
29 CFR Part 1960	Basic Elements for Federal Employee Occupational Safety and Health Programs	Mandatory

49 CFR	Hazardous Material Transportation	Mandatory
AFOSH Standard 48-21	Hazard Communication	Mandatory
DODI 6055.1	DOD Occupational Safety and Health Program	Mandatory
AFI 32-7086 (w/ WPAFB Supplement)	Hazardous Materials Management	Mandatory
AFI 91-301 (w/ Supplement)	AF Occupational and Environmental Safety, Health and Fire Prevention Program	Mandatory
No document number	Site Specific Spill Plan for Engineering Flight Simulation Facility	Mandatory
	Workplace Written Hazardous Communications Program	Mandatory
	SIMAF Master Process Guide	Advisory
	SIMAF Infrastructure Build Process	Advisory

Document Compliance and Interpretation

The contractor shall comply with the above listed documents to the extent they are applicable to the work required by the PWS. The listed publications and an initial supply of listed forms shall be furnished at the start of the first operational performance period. Supplements or amendments to these mandatory publications may be issued during the life of the contract and it is the contractor's responsibility to ensure that all mandatory publications are posted and up to date.

All tasks set forth in the PWS are the responsibility of the contractor except where wording of the PWS explicitly makes the performance a Government responsibility. It is recognized that in conjunction with many tasks set forth therein reference is made to Department of Defense, Air Force, Air Force Materiel Command, and other directives, regulations, manuals, pamphlets, technical orders, instructions, and other guidance. It is also recognized that because such referenced documents have been written with a view toward performance by Government personnel they may contain language which indicates performance is to be by Government personnel. Whenever such directives, regulations, manuals, pamphlets, technical orders, instructions, and other guidance are referenced, the contractor is to use such references as direction (coded mandatory) or guidance (coded advisory) as appropriate in the performance of the required duties set forth herein and in other sections of the PWS as if such references had been written toward performance by contractor personnel. The referenced publications applicable to this contract shall be those bearing the dates set forth in this section of the PWS.

The contractor shall be bound to perform the PWS by accomplishing the tasks set forth therein and in the cited references required by this section of the PWS provided that:

- Should there be a conflict between the PWS and references set forth therein the PWS shall control.
- Should there be a conflict between or among two or more such references, those coded as mandatory by the PWS shall control over those coded

advisory; between or among those similarly coded, those issued by a higher authority shall control over those issued by a lower authority; and between or among those issued at the same level of authority, those with a later date of issue shall control over those with earlier dates of issue.

- Any duty set forth in such reference which shall call for the exercise of non-delegable discretionary governmental authority shall be subject to the final approval of the Government official having such authority, notwithstanding that the contractor may be required thereby to perform duties and render advice at a level below such final approval.

Phase-in

To ensure a smooth transition in the change of work effort from the current contract, the contractor shall perform a transition task.

The contractor shall include this transition effort in the phase-in schedule presented to the government.

The contractor will be allowed access to the facilities to familiarize supervisors and staff with equipment, reporting, work scheduling and procedures. However, such access will not interfere with the production efforts of current contract personnel.

Phase-out

If there is a change in contractor or if the operation reverts to in-house, the incumbent contractor(s) shall provide familiarization with equipment, reporting, work scheduling, procedures, etc., to the government or the follow-on contractor, whichever the case may be. During the phase-out transition period, the incumbent(s) shall be fully responsible for performance of the existing contract.

In the event the follow-on contract is awarded to other than the incumbent, the incumbent contractor shall cooperate to the extent required to permit an orderly change over to the successor contractor.

Performance of Services during a Crisis Declared by the National Command Authority or Overseas Combatant Commander

In the event of a crisis, as defined by the National Command Authority or Overseas Combatant Commander, the government may require the Contractor to perform services that are deemed essential for performance according to DoDI 3020.37, outside normal business hours (specified above). In such cases the contractor shall continue the performance of services as documented in this PWS to support the warfighter, as directed by the CO.

As the result of a crisis the Contractor may exceed the labor hour ceiling established in this task order. In this case, at the request of the Contractor, the government agrees to negotiate in good faith an upward adjustment of the labor hour and price ceiling. The Contractor shall notify the government technical representative and Contracting Officer if it anticipates the need for a task order adjustment to increase the ceiling.

Mobility Deployment and Disaster Preparedness Exercises and other contingencies

On occasion, the contractor's services may be required to support an activation or exercise of contingency plans. The contractor's local project manager shall be notified by the government if this should occur. Special or emergency situations (i.e., weather related situations, base closures, reduced activity around Christmas/New Years) may necessitate the contractor operating on a reduced basis and notification will be made through facility official communication channels (e.g., recall roster activation or local news media release).

8 Period of Performance

The primary task order is established for five years from date of award. Work will be performed during the period, or periods, of performance stipulated in individual sub-task orders.

9 Deliverables

Items, Time of Delivery, Place of Delivery

The Contractor shall deliver the following data items as specified in the table below. All data items shall be delivered to the Government in compliance with the performance measures and quality requirements set forth in the QSAP.

Data Item No.	Data Item Title	Delivery Time	Deliver To
001a (Sec. 10)	Quality Control Plan-Draft	Within 5 business days after task order award.)	Electronically to the GSA ITSS System
001b (Sec. 10)	Quality Control Plan-Final	30 Business Days after Government review. (The Government shall review and provide comments within 7 business days after receipt of the QCP.)	Electronically to the GSA ITSS System
002 (Sec. 4, Obj 4) (CDRL A001)	Presentation Materials ((DI-ADMN-81373/T)	5 Work Days prior to Presentation	Electronically to the GSA ITSS System
003 (Sec. 9) (CDRL A002)	Funds And Man-Hour Expenditure Report – Provide a report to address labor hour burn rate, and monthly and cumulative costs. (DI-FNCL-80331/T)	Monthly, 10 Business Days after close of the reporting period.	Electronically to the GSA ITSS System
004 (Sec 5, Meeting Obj 2) (CDRL A003)	Status Report (DI-MGMT-80368/T)	Monthly, 10 Business Days after close of the reporting period.	Electronically to the GSA ITSS System
005 (Sec 5, Meeting Obj 2) (CDRL A004)	Manhour Estimate, Technical Cost Proposals, Subtitle: Informal Estimate for Insight (DI-FNCL-81116/T)	As requested	Electronically to the GSA ITSS System

006 (Sec. 4, Obj 2, 12 & 13) (CDRL A005)	Computer Software Product End Items (DI-MCCR-80700/T)	At task completion	AF Rep-See Sec 15
007 (Sec. 4, Obj 7) (CDRL A006)	Scientific and Technical Report Subtitle: Final Deliveries (DI- MISC -80711A/T)	15 Days after complete simulation event	Electronically to the GSA ITSS System
008 (Sec. 4, Obj 2) (CDRL A007)	Software Version Description (SVD) (DI-IPSC-81442A/T)	Upon software development task completion	Electronically to the GSA ITSS System
009 (Sec. 7 & 9 - Travel) (CDRL A008)	Trip Reports --Dates, location, travelers, personnel contacted, activities accomplished, follow-on actions required. (DI-ADMN-81250A/T)	10 Business Days following a trip.	Electronically to the GSA ITSS System
010 (Sec. 4, Obj 12 & 14) CDRL A009)	Contractor's Configuration Management Plan (DI-CMAN-80858B/T)	20 Business days after contract award with updates annually on the award anniversary date.	Electronically to the GSA ITSS System
011 (Sec. 7- Safety Requirem ents) (CDRL A010)	Accident/Incident Report (DI-SAFT- 81563/T)	Within 24 hours of an accident or incident	Electronically to the GSA ITSS System
012 (Sec. 4, Obj 6 & 15, Sec 7- Safety Requirem ents) (CDRL A011)	Contractor's Standard Operating Procedures – Safety Plan (DI-MGMT- 81580/T)	20 Business days after contract award with updates annually on the award anniversary date.	Electronically to the GSA ITSS System
013 (Sec. 4, Obj 9)	Simulator Event Plan Schedule	When required.	Electronically to the GSA ITSS System & AF Rep-See Sec 15
014 (Sec. 4, Obj 17)	Manufacturers' product literature, manuals, and drawings	At time of product delivery	AF Rep-See Sec 15
015 (Sec. 4, Obj 17)	Product warranties	At time of product delivery	Electronically to the GSA ITSS System & AF Rep-See Sec 15
016 (Sec. 7, Records)	Records	Within 5 business days after Government request.	Electronically to the GSA ITSS System & AF Rep-See Sec 15

Data Requirements / Descriptions.

Quality Control Plan (QCP)

The Contractor shall deliver a Quality Control Plan as defined in PWS paragraph entitled Quality Assurance and Quality Control, Section 10, below.

Funds and Man-Hour Expenditure Report (CDRL A002)

The contractor shall provide a Funds and Man-Hour Expenditure Report that provides the current task order accounting information indicated below. The contractor shall provide at a minimum the following information:

- Matrix of Actual hours vs. planned and/or funded with variances and an explanation of significant variances for current period and of actual vs. planned hours cumulative to date
- Burn rates for current period and cumulative to date in numerical and chart format for each CLIN
- Cross-walk of work performed to amounts billed.

In addition, the Funds and Man-Hour Expenditure Report shall include labor charges for actual hours worked and Support Items, which are authorized in the task (e.g., travel, training, etc.). Charges shall not exceed the authorized cost limits established for labor and Support Items. The government will not pay any unauthorized charges. Original receipts, travel vouchers, etc. completed in accordance with government Travel Regulations shall be maintained by the contractor to support charges other than labor hours and made available to government auditors upon request.

Monthly Status Report (MSR) (CDRL A003)

The contractor shall provide a MSR that briefly summarizes, by task, the management and technical work conducted during the month, as well as business information listed in the CDRL. The contractor shall provide at a minimum the following information:

- Summary of effort, progress and status of all activities/requirements by task linked to deliverables as appropriate
- New work added since the previous Monthly Status Meeting
- Brief summary of activity planned for the next reporting period
- Deliverables submitted for the period by task and linked to the milestone schedule
- All standards followed in support of the requirements
- Staffing
- Milestone updates and schedule changes, issues and/or variances.
- Problems or issues
- Government action requested or required

The contractor shall also reconcile within the monthly report the above

Trip Reports (CDRL A015)

For all long distance travel, the contractor shall submit Trip Reports five working days after completion of a trip. (See Section 7).

The Trip Report shall include the following information:

- Personnel traveled
- Dates of travel
- Destination(s)
- Purpose of Trip; Task objective supported; MAJCOM supported (if applicable); training (be specific)
- Actual Trip Costs
- Approval Authority (Copy of the e-mail authorizing travel by Government official)
- Summary of trip events and accomplishments

The contractor shall reconcile the Trip Reports with each invoice such that they can be matched month by month.

Other Reports

Content of other reports is self explanatory or See attached Contract Data Requirements List

10 Quality Assurance and Quality Control

Contractor Quality Control Plan (QCP)

The Contractor shall be responsible for quality assurance and quality control of all services performed and all items delivered under this contract/order.

The Contractor shall prepare and maintain a Quality Control Plan (QCP) as a guide for implementing quality assurance and quality control procedures. The Contractor shall submit the QCP to the Government for information and acceptance. The Government has the right to require revision of the Contractor's QCP should its implementation fail to control the quality of items and/or services delivered under this contract/order.

The QCP shall include an explanation of the processes and procedures for ensuring satisfactory performance and delivery of quality items and/or services. Additionally, as a minimum, the QCP shall include the following items.

- A description of the inspection system to cover all major services and deliverables. The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title of inspectors.
- A description of the methods to be used for identifying and preventing defects and deficiencies in the quality of service performed.
- A description of the records to be kept to document inspections and corrective or preventative actions taken.
- A description of the Key Control procedures that will be used to ensure facility security.

All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under this task order.

The QCP shall be delivered to the Government as stipulated in the Delivery Schedule, Section 9, above.

Government Quality Assurance Surveillance Plan (QASP)

The Government will evaluate Contractor performance under this contract / task order in accordance with the attached Quality Assurance Surveillance Plan (QASP). The purpose of this evaluation is to ensure that Contractor performance meets Government requirements. The QASP also indicates the potential decrease in compensation for unsatisfactory performance due to a reduction in value received. The Government reserves the unilateral right to change the QASP at anytime during contract performance provided the changes are communicated to the Contractor by the effective date of the change. The QASP along with its attached "Surveillance Objectives, Measures, and Expectations" and "Performance Evaluation" chart identifies evaluation procedures, PWS items to be evaluated, and the measures against which performance will be evaluated. The QASP is provided as an attachment to this PWS.

11 Government Furnished Items

Data

The government will give the contractor access to government data that is essential for the performance of individual task, as and when the need arises. The government will provide the contractor with system access as required to perform this work. The contractor is responsible for obtaining data necessary to perform each task if that data is in the public domain and is not otherwise furnished by the government. (Note: See the data list that accompanies the Government Furnished Equipment, below.)

Event Plans

The Government shall furnish Simulation Event Plans for each simulation event.

Government-Furnished Records, Files, Documents, and Work Papers.

The Government shall furnish those records listed in Appendix IIE. All records, files, documents, and work papers provided by the government or generated in support of this contract are government property.

Forms and Publications

The government will provide forms and publications (See Section 7, Applicable Standards) expressly required to perform the work in this PWS.

Materials

Government-Furnished Materials: The government will furnish the materials listed in Appendix IIC for performance of services by the contractor for the duration of the contract, including option periods. The contractor shall be responsible for keeping enough materials on hand for the performance of the contract according to its terms. If additional materials are authorized by the contract, the contractor shall request such additional materials by providing a written request to the QAP at least 60 calendar days before the required delivery date of the materials. At the conclusion of the contract period, including options, the contractor shall return all residual inventories to the government.

Equipment

The government will provide customary office furnishings, equipment, and supplies for the use of contractor employees (i.e. desk, chair, computer, printer, fax, photocopier, telephone, desk accessories, pens, and paper).

The government will also provide, as needed for mission support, portable computers and communication devices for work performed at home or at government specified locations.

The government will provide the following additional equipment under this contract/task order.

Specialized and Capital Equipment & Machinery

Government-Furnished Equipment: The government will make available as Base Support all specialized and capital type equipment and machinery which the contractor's technical staff will require in the performance of the assigned work. See attached Government Furnished Equipment List, Appendix IIB for details.

Equipment Inventory.

The Government will maintain inventory control of Government-furnished equipment. The contractor and the government representative shall certify their agreement as to the working order of the equipment. If the contractor does not participate in the inventory, the contractor must accept as accurate the listing and stated condition of equipment provided by the government. If the contractor participates in the inventory, but does not agree with the Government representative's determination as to the working order of the equipment, this failure of the contractor to agree on working order and defectives shall be treated as a dispute pursuant to the clause of this contract entitled, "Disputes."

Obtaining Replacement of Government-Furnished Equipment.

The contractor shall submit requests for replacement of government-furnished equipment to the QAP for processing. Such requests shall specify the reason for the replacement request.

Property Leased by the Government.

The government will maintain and repair property leased/rented by the government and provided to the contractor except that in the case of loss or damage beyond fair wear and tear, the contractor's liability shall be to reimburse the government for 100 percent of all expense incurred. The provisions of the government lease agreements setting forth liability for loss or damage to leased equipment will be made available for the contractor's inspection upon request to the contracting officer. Property leased by the government which will be provided to the contractor is listed in the attached Government Furnished Equipment List, Appendix IID.

Automatic Data Processing.

The government will provide an office computer for each on-site contractor

employee with access to the WPAFB WAN with Internet and E-mail services.

General Hand Tools.

The Government will provide required tools, hand tools and tool kits for use within the ASC/XRA facilities and associated build-up shops. The Contractor shall maintain the tools and tool kits in compliance with tool control procedures established by ASC/XRA.

Facilities

The government will provide sufficient work stations in Buildings 145 and 146, located at Wright Patterson AFB, OH.

Government facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). No hazards have been identified for which workarounds have been established. Should a hazard be subsequently identified, the government corrects OSHA hazards in accordance with base-wide government developed and approved plans of abatement taking into account safety and health priorities. A higher priority for correction will not be assigned to the facilities provided hereunder merely because of this contracting initiative. The fact that no such conditions have been identified does not warrant or guarantee that no possible hazard exists, or that workaround procedures will not be necessary or that the facilities as furnished will be adequate to meet the responsibilities of the contractor. Compliance with the OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the contractor, and the government will assume no liability or responsibility for the contractor's compliance or noncompliance with such responsibilities, with the exception of the aforementioned responsibility to make corrections in accordance with approved plans of abatement subject to base-wide priorities. Prior to any modification of the facilities performed by the contractor at his or her expense, the contractor must furnish the contracting officer documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without specific written permission from the contracting officer; however, in the case of alterations necessary for OSHA compliance, such permission shall not be unreasonably withheld. The contractor shall return the facilities to the government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities shall only be used for performance of this contract.

Training

During the course of this contract/order the Government shall provide specialized training for contractor employees. Contractor employees for whom the training is applicable will be required to participate. The training will allow contractor employees to fulfill the requirements of this contract/order. Training will cover topics such as LAN Information Assurance Training, Government unique software or software tools training, Security Training, and specialized equipment training. This training will be provided by the Government at no charge to the Contractor. New equipment orientation training or Operations and Maintenance training may be included in the purchase price of the equipment. Contractor employee time, while in training, is billable and should be recorded for reporting purposes against the task to which the employee is assigned.

The Government may require Contractor personnel to obtain additional project training.

Such training will be specified in individual sub-task orders. Arrangements for required training will be made by the Government. Government funding for this training is limited to registration fees, tuition, books, and travel expenses at government rates. All additional specialized training requirements established by the Quality Assurance Evaluator/Personnel (QAE/QAP) must be approved by the Contracting Officer. If a trained employee leaves the project, the Contractor, at the Contractor expense, shall replace the departing employee with a trained employee. If after a contractor person is trained on new equipment using Government funds the contractor shall provide a trained person for the remainder of the contract, if the requirement is still valid (i.e., the new equipment is still at the facility).

Contractor personnel shall be required to participate in the government's in-house and web-based security training program under the terms of the task order. The government will provide the contractor with access to online systems as required.

Government-Furnish Services

In regard to operating the SIMAF, the Government will furnish, and the Contractor shall NOT be responsible for the following utilities and services.

Utilities.

The government will furnish electricity, water, sewage, heating and cooling for facility.

Postal

The government will provide on-base mail distribution. Any costs associated with USPS and UPS service use by the contractor for official government mail matters may be reimbursed by the government.

Telephone

The government will provide telephone service for each on-site contractor employee.

Custodial Services

The government will provide custodial service to the extent provided in the Base Custodial Contract(s) for the facilities provided.

Refuse Collection

The government will provide refuse service refuse dumpsters are available at numerous locations around buildings 145,146 and 802.

Real Property Maintenance

The government will provide maintenance and repair of real property facilities. The contractor shall notify the QAP of the need for real property maintenance

Base Civil Engineering

The government will provide fire prevention and protection, inspection and maintenance of government furnished fire extinguishers and systems, pest control, and grounds maintenance.

Security Police

The government will provide general on-base Security Police service.

Emergency Medical Service

Government emergency medical treatment and emergency patient transportation service is available for contractor use on a reimbursable basis at prevailing rates.

12 Government Delays in Reviewing Deliverables or Furnishing Items

If contractor performance or submission of deliverables is contingent upon receipt of government furnished items (data, equipment, materials, facilities, and support) or input, or upon government review and approval of interim items or draft documents (collectively referred to as Government Performance), the government shall specify when it will provide such items or input, or the time it will need to perform reviews or give approvals. If the government fails to meet item, input, review, or approval deadlines, contractor performance or submission of deliverables shall automatically be extended one calendar day for each day of government delay. The contractor shall promptly advise the Contracting Officer of any delays in receipt of government furnished items, input, reviews, or approvals. If dates for Government performance are not specified in this contract/order or associated task directives, this clause will not apply, and contractor delays must be handled or negotiated under other provisions of this contract or order.

13 Security Requirements

Contractor Visitor Group Security Agreements.

As identified by task order, work may require contractor personnel to work onsite for extended periods of the contract. The 88 ABW/IPA will coordinate a Contractor Visitor Group Security agreement between the contractor, the Government Program Manager and their office containing specific actions to be taken by each party to protect classified information involved in contract performance.

Minimum Security Requirements

Overarching contract security requirement and contractor access to classified information shall be as specified in the basic DD Form 254 in this contract, which will be further identified in the DD Form 254 for each task order, as required. All contractor personnel with access to unclassified information systems, including e-mail shall have at a minimum a favorable National Agency Check. Contractor personnel requiring unescorted access to SIMAF must meet the requirements in the paragraph entitled "Employee Security Requirements" below.

Request for Identification Credential

The contractor shall complete a "Request for Identification Credential (AFMC 496)" for each employee of the contractor requiring access to Wright-Patterson Air Force Base without access to a government information system. For contractor personnel working as a visitor group, a common access card is required. To obtain the CAC, contractor personnel must in-process through ASC/XR channels

Unescorted Entry Authorization Certificate

The contractor shall provide information required for completion of an "Unescorted Entry Authorization Certificate" (AF 2586) for each employee requiring entry into controlled areas.

Facility Security Clearance Requirements

The contractor must possess or obtain a facility clearance at the classification level of Top Secret. The government will request a facility clearance if the potential contractor does not possess a facility clearance. The contractor shall apply for personnel security clearances within 30 days after receipt of the facility clearance or within 30 days after award of the contract if the contractor possesses a facility clearance.

Employee Security Requirements

Contractor shall provide employees with, as a minimum, a final SECRET personnel security clearance, based on an investigation current within 5 years, for its employees for unescorted entrance to the SIMAF. Contractor personnel will require access to classified information and attend classified meetings. Based on the specific duties, a final Top Secret clearance, current within five years, may be required. Interim clearance does not allow unescorted entrance to the SIMAF facility. Select contractor personnel, who may be required to have access up to Top Secret Special Access Required (SAR) information, must meet all unique access requirements specified by the program/project.

Facility Security Coverage

The contractor shall ensure that sufficient personnel on duty collectively, per job category, have appropriate security clearances to meet and maintain requirements.

Compliance with Security Requirements

The contractor is required to comply with all security regulations and directives as identified herein and other security requirements as are shown elsewhere in this contract.

OPSEC Requirements

OPSEC requirements are necessary to reduce program vulnerability from successful adversary collection and exploitation of critical information. Contractor personnel will participate in OPSEC program activities. OPSEC will be applied to all activities under this contract. Critical Information lists will be provided by the government. OPSEC Surveys to measure the effectiveness of the OPSEC program will be conducted by the government.

14 Notices

Contracting Officer's Representative

The work to be performed under this contract is subject to monitoring by an assigned Contracting Officer's Technical Representative (COTR). The COTR appointment letter, outlining the COTR responsibilities under this contract/order, will be provided to the contractor under separate cover upon request. Questions concerning COTR appointments should be addressed to the Contracting Officer.

Task Management

In addition to the COTR, the Air Force will assign one or more Technical Representatives to manage and monitor the work under this contract / task order. One of these individuals may be assigned as the Government Project Manager. The Technical Representatives will participate in project meetings and review task order deliverables and will provide technical assistance and clarification required for the performance of this task. Refer to the attached QASP for specific information on project monitoring.

15 Contact Information

Contractor Contacts

[To be added at time of contract award.]

Government Contacts

U.S. Air Force
Primary
Gerald J. Zollars
USAF AFMC ASC/XRA
2210 8th Street Bldg. 146, Rm. 122
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Email: (b) (6) @wpafb.af.mil

Alternate
M. Patricia Stiles
Program Manager, ASC/XRAO (SIMAF)
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GSA Federal Acquisition Service
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GSA Federal Acquisition Service
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Alternate
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Fax: 312 / 886-3827
email: micky.mayes@gsa.gov

16 Additional Provisions

Data Rights

The Government shall have unlimited right to all data generated and delivered under this contract or order. This data shall not be used, published, or distributed by the Contractor without specific permission from the Government.

The Government shall have the right to use all commercially developed and privately funded data delivered under this contract or order in accordance with, and subject to, the published agreements and restrictions that accompany that data.

Limited Use of Data

All data delivered to the Contractor as Government Furnished Data shall remain the property of the Government and shall only be used by the Contractor in the performance of this contract or order. The Government retains all rights to Government Furnished Data.

At the conclusion of this contract/order all Government Furnished Data shall be dealt with according to the disposition instruction provided by the Contracting Office. If the Contracting Officer fails to provide disposition instruction for Government Furnished Data within thirty days of contract/task order end, the Contractor shall return all hard copy data and delete or otherwise destroy all electronic data.

Inspection and Acceptance

Inspection and acceptance will occur in accordance with 52.246-6, Inspection of Services – Time and Material and Labor Hour. In the absence of other agreements negotiated with respect to time provided for government review, deliverables will be inspected and the contractor notified of the Government Technical Representative's findings within five (7) work days of normally scheduled review. Unacceptable or unsatisfactory work will be handled as outlined in the QASP. Acceptance of invoices shall constitute acceptance of performance.

Inspection and acceptance shall be at destination and FOB shall be N/A.

Requiring Activity's DODAAC: F03000

Ceiling Price Notification

Per clause 52.323-7, Payments under Time-and-Materials and Labor-Hour Contracts, the contractor is reminded – "If at any time the Contractor has reason to believe that the hourly rate payments and travel costs that will accrue in performing this contract in the next succeeding 30 days, if added to all other payments and costs previously accrued, will exceed 85 percent of the ceiling price in the Schedule, the Contractor shall notify the Contracting Officer giving a revised estimate of the total price to the Government for performing this contract with supporting reasons and documentation."

Task Order Funding

It is anticipated that the task will be incrementally funded. In the event that sub-tasks under this order are not fully funded, the following provision applies.

Incremental Funding

(GSA 5QZA AOD Memo, Subject: Incremental Funding-3 2009 01 (revised 07-23-09))

This project may be incrementally funded. If incrementally funded, funds will be added to this task via a unilateral modification as they become available. Contractor shall not perform work resulting in charges to the government that exceed obligated funds.

The Contractor shall notify the Contracting Officer in writing, whenever it has reason to believe that in the next 60 days, when added to all costs previously incurred, will exceed 75% of the total amount so far allotted to the contract/order by the Government. The notice shall state the estimated amount of additional funds required to complete performance of the contract/order for the specified period of performance or completion of that task.

Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract/order or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The government is not obligated to reimburse the Contractor for charges in excess of the obligated funds and the Contractor is not obligated to continue performance or otherwise incur costs that would result in charges to the government in excess of the amount obligated under this order.

End of clause

Material and Material Handling Costs

Material and material handling costs will be paid as provided in FAR 52.232-7(b) "Payments under Time-and-Materials and Labor-Hour Contracts". Material overhead will not be authorized if the costs normally included in that overhead (purchasing staff or other material handling costs) are being directly charged to this contract/task order.

Productive Direct Labor Hours

The Contractor shall only charge for labor hours when work is actually being performed in connection with this Task Order and not for employees in a "ready" status only. For this task order 1 FTE (full time equivalent) = 1920 labor hours.

Invoicing and Payment

The following provision applies and is incorporated into this order by reference - FAR 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts

The Contractor may invoice for items upon their delivery or services when rendered. Billing and payment shall be accomplished in accordance with contract terms and GSA payment procedures. The invoice shall reflect the complete project or item charges. The Contractor shall submit invoices and supporting documents through ITSS for Government review and certification that delivered items or services have been received and are acceptable. The GSA payments office considers items and/or services approved for payment upon electronic acceptance through the ITSS system by the Government office designated for receipt of the items and/or services. The Contractor

must also submit invoices directly to the GSA payment office electronically. Complete instructions will be provided with the award document. Should the Contractor desire an advanced copy of the complete GSA payment instructions it may be obtained by contacting the Contracting Officer. Electronic acceptance by the client representative is considered concurrence and acceptance of products.

Payment for Unauthorized Work

The Contractor will not be paid for the performance of work that is not authorize under this Task Order.

Payment for Correction of Defects

The Contractor will not be paid profit on re-performance of any defective or deficient work.

Attachments

QASP (Quality Assurance Surveillance Plan)

Workload Estimates

Government Furnished Equipment List

Organizational Conflict of Interest Provisions